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# GREGG SHORTHAND



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# GREGG SHORTHAND

A LIGHT-LINE
PHONOGRAPHY
*for the* MILLION

*By*
JOHN ROBERT GREGG

*New and Revised Edition*

*The Gregg Publishing Company*
New York Chicago San Francisco

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1912

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# PREFACE

In the Preface to the first edition of this system, I said:

> The endeavor of the author has been to compile a system so simple as to be readily acquired by the humblest capacity and those possessed of little leisure, and yet rapid enough to reproduce verbatim the fastest oratory. In presenting his work to the public he asks for nothing beyond an impartial investigation, and with perfect confidence awaits the result.

The subsequent history of the system has justified the confidence expressed at that time. Gregg Shorthand has demonstrated its superiority to the older systems in simplicity, legibility and speed—and there are to-day nearly a million writers of the system. In beginning the preparation of this edition it was my intention to make some radical changes in the manner of presenting the principles; but in proceeding with the revision I was forced to the conclusion that it would be a mistake to depart materially from the general plan and form of the previous edition. No better evidence of the popularity and success of the previous edition could be given than the fact that, although nearly a million copies of it have been sold, there has been very little demand for revision except requests for the inclusion of those changes and improvements that have been made in the course of the past few years.

This edition, then, retains the general plan and form of the previous edition, but much of the material contained in it is arranged in more logical sequence, and the illustrations are chosen with greater care, with a view to developing quickness in the application of its rules and principles. An attempt has been made to state some of the rules more clearly than was done in the old book, and to put them into language better adapted to the comprehension of young students.

In the system itself few changes have been found necessary or desirable. Some new word-signs and extensions of advanced principles have been introduced, but all of these are in harmony with the fundamental principles of the system. All of them have been subjected to very careful trial in practical work before they have been adopted.

In sending forth this book I desire to express my heartfelt appreciation of the suggestions that have come to me from writers, from reporters and from teachers who are using the system in all parts of the world. These suggestions have been of great service to me in the preparation of this presentation of the system.

JOHN ROBERT GREGG.

NEW YORK, June 17, 1916.

# ABOUT GREGG SHORTHAND

HISTORY.—Gregg Shorthand was first published in 1888, in two little paper-covered pamphlets, under the title, "Light-Line Phonography." Five years later a revised and greatly improved edition was published under the title "Gregg Shorthand." It was not until 1897, however, that the author was able to publish the system in *book* form.

There are few more interesting or inspiring stories of success than the career of Gregg Shorthand in the twenty years that have elapsed since its publication in book form, but a text-book is not an appropriate place for such a story. Suffice it to say that to-day Gregg Shorthand is the standard shorthand system of America. It is taught in more than four thousand schools—that is to say, in more than seventy per cent of the schools which teach shorthand. It has been adopted in the public schools of 1925 cities, and has superseded the older systems in most of these cities by formal action of Boards of Education, after careful investigation.

RECENT PUBLIC TRIUMPHS.—In 1910 a writer of Gregg Shorthand, Mr. Fred. H. Gurtler, won the final contest for the famous Miner Medal, under the auspices of the Eastern Commercial Teachers' Association at Washington, D. C. There were eighteen contestants—fourteen Pitmanic writers and four Gregg writers. Gregg writers won *first*, *second*, and *third* places. *All* of the Gregg writers qualified—ten of the fourteen Pitmanic writers were disqualified for *inaccuracy*, or failed to transcribe their notes.

In 1911, in the shorthand speed contests held by the National Shorthand Reporters' Association at Buffalo, a writer of Gregg Shorthand, Mr. Charles L. Swem (then eighteen years of age), established the highest world's record for *accuracy* of transcript on solid, difficult matter (a speech by Lord Rosebery) by writing 170 words a minute for five minutes, and transcribing them with but three slight errors. In the contest on a judge's charge to the jury, which was dictated for five minutes at the rate of 240 words a minute, Mr. Swem made but fifteen errors in transcribing—237 words a minute net for five minutes—and exceeded the previous world's record on this kind of matter by ten words a minute. The previous

record was held by an official court reporter of twenty years' experience, but Mr. Swem had never reported in court! In this contest two other writers of Gregg Shorthand—Miss Werning and Miss Tarr—were awarded certificates for 206 and 205 words a minute respectively. The contest committee consisted of fourteen reporters, all of whom were writers of the old-time shaded systems.

In 1912, at the speed contests of the National Shorthand Reporters' Association, held in New York City, Mr. Swem established a record of 268 words a minute for five minutes on testimony, and defeated three of the former champions as well as eighteen other contestants—all of them experienced reporters.*

In 1912, in the shorthand contests held at the Business Exhibition, London, a writer of Gregg Shorthand, Mr. Ernest W. Crockett, of Liverpool, won the Junior Shorthand Championship, having *less than one per cent errors in his transcript.* There were twenty-five contestants, Mr. Crockett being the only one writing Gregg Shorthand; the judges were all writers or teachers of Pitman Shorthand.

In 1913, in the first examination for the degree of "C.S.R." (Certified Shorthand Reporter), in New York, a writer of Gregg Shorthand, Miss Paula E. Werning, won the first certificate granted under the strict conditions of the new law of the State of New York. The test consisted of dictation for one hour from court proceedings at speeds varying from 140 to 200 words a minute with reading of notes and transcription.

AWARDED MEDAL OF HONOR AT PANAMA-PACIFIC EXPOSITION.—At the Panama-Pacific International Exposition, in 1915, Gregg Shorthand was awarded the Medal of Honor, the highest award ever granted a system of shorthand by any Exposition and the only award ever granted which was based on the results accomplished by students in a model school conducted under the observation of

*Governor Woodrow Wilson selected Mr. Swem as his official reporter in his campaign for the Presidency. Mr. Swem is now Personal Stenographer and Official Reporter to the President of the United States. Mr. Swem began the study of Gregg Shorthand in a night school in September, 1908, when working as an office boy. He was twenty years of age when he received the appointment at the White House.

the International Jury of Awards. The Gregg system was selected by the Exposition Authorities for use in the model school of business in the Palace of Education—a school designed to demonstrate the most advanced methods in business education.

PRINCIPLES OF THE SYSTEM.—Needless to say, Gregg Shorthand is a radical departure from the old lines of shorthand construction, for it is only by a radical departure that such marked superiority in results can be accomplished.

The following synopsis will enable the reader to understand the leading features of the system:

(1) NO COMPULSORY THICKENING.—May be written either light or heavy.

(2) WRITTEN ON THE SLOPE OF LONGHAND, thus securing a uniform manual movement.

(3) POSITION WRITING ABOLISHED.—May be written on unruled paper, and in one straight line.

(4) VOWELS AND CONSONANTS ARE JOINED, and follow each other in their natural order.

(5) ANGLES ARE RARE.—Curves predominate.

} As in ordinary writing

This brief synopsis will suffice to show that the aim of the author has been to adhere to those natural principles which govern ordinary writing. By a practical combination of these elements as a foundation, the system secures to the writer, *with very little practice*, that perfect command of the characters which is productive of the best results, and is only obtained by years of persistent, painstaking practice if the old geometric systems are employed.

## TO SUM UP:

EASY TO LEARN.—Gregg Shorthand may be learned in from one-third to one-half the time required by the old systems. The records made by its writers prove this beyond all question.

EASY TO READ.—Gregg Shorthand is the most legible shorthand in existence. In the public shorthand speed contests, writers

of the system have established the *highest official world's records for accuracy* of transcripts on solid, difficult matter. These records were made in competition with experienced reporters who used the older systems, and in contests conducted by reporters and teachers who wrote such systems. (Full particulars of these contests will be sent by the publishers on application.) Manifestly, the insertion of the vowels, the absence of shading, the elimination of position-writing and the elimination of the minute distinctions of form necessary in the old systems, all contribute to legibility.

EASY TO WRITE.—The easy, natural appearance of the writing in Gregg Shorthand appeals to every impartial investigator. The absence of distinctions between light and heavy characters, the continuous run of the writing along one line, as in longhand, instead of constant changes of position—now *on* the line, then *above* the line, and then, perhaps, *through* or *below* the line—will be noticed at a first glance. Next, the investigator will probably attribute much of the natural, pleasing appearance of the writing to that uniform slant of the writing, with which both hand and eye are familiar. Only those who have had previous experience with shorthand, however, will be able to appreciate fully how much elimination of numerous dots and dashes—minute marks that have to be placed with great precision alongside the strokes—contributes to easy, continuous, effortless writing.

SUPERIOR IN SPEED POSSIBILITIES.—Writers of Gregg Shorthand have demonstrated in public speed contests, under the most trying conditions, that the system has greater speed possibilities than any other system. A boy of nineteen (who began the study of Gregg Shorthand in a night school less than four years previously) established a record of 268 words a minute net for five minutes, defeating three former champions and eighteen other experienced and capable reporters. The contest committee consisted of seven shorthand reporters, all of whom were writers of other systems. When a mere boy can do this, after such a brief experience, there can be no question that this system of shorthand possesses greater speed possibilities than any of the older systems.

# A TALK WITH THE BEGINNER

Success in any study depends largely upon the *interest* taken in that particular subject by the student. This being the case, we earnestly hope that you will realize at the very outset that shorthand can be made an intensely fascinating study. Cultivate a love for it. Think of it as the highest form of writing, which is itself the greatest invention of man. Be proud that you can record the language in graceful lines and curves. Aim constantly to acquire artistic skill in executing those lines and curves. You *can*, if you *will*, make the study of shorthand a perfect joy instead of a task. Its possession has been coveted by the wisest of men and women, for it is not only a practical instrument in commercial work, but a much prized and valuable accomplishment and a means of mental culture.

BE THOROUGH.—Skill in anything is attained by repetition; therefore do not shirk the careful, painstaking practice on the elementary forms given in the Manual. Write each outline many times, and aim always at the attainment of ease and exactness in execution.

Your future success depends to a very large extent on the way you do your work now. In order that your progress may be sure and rapid, master each lesson before you proceed with the next.

At first, write slowly and carefully; aim at accuracy rather than speed, but do not *draw* the characters. You must understand at the outset that shorthand must be *written;* but you must also impress upon your mind that whatever you write you must read, hence the necessity for good penmanship. As skill in executing the movements is obtained, the speed may be increased until the forms are written rapidly. Some attention should be given to acquiring a capacity for writing *individual* outlines rapidly without hesitation, and with a free movement of the hand.

Aim to acquire a smooth style of writing; execute each character with an easy, *continuous* motion of the pen, and pass directly to the next without unnecessary movements. A halting, jerky movement is fatal to speed, and may be almost always traced to

indecision, caused by unfamiliarity with the forms. At first carefully analyze the words. To do this it is, of course, necessary for you to think of them in detail; but after you have determined the correct outline, practice it and think of it as a *whole*.

Facility in the use of shorthand depends largely upon the stock of outlines you have at your ready command. Note the use of that word *ready*. This means that you should master all the forms given in the Manual by writing them many times. This will not only impress the forms on your mind so that you will not have any hesitation in recalling them, but will give you facility in writing them. In shorthand it is not sufficient to *know* how to write a word—you must not only know the form but be able to write it quickly. Hence the necessity for much *repetition practice* in writing the forms.

If, in addition to the words given in the Manual, you can add to your stock of outlines other words written under the same principles you will have gained a great deal—will have laid a broader foundation for advanced work which will lessen the time required to attain efficiency.

DEVOTE MUCH TIME TO READING WELL-WRITTEN SHORTHAND.—By doing this you will become not only a fluent reader, but you will enlarge your writing vocabulary. Unconsciously you will imitate in your own work the easy execution of the forms shown in the printed plates. All expert writers have devoted much time to reading shorthand.

In addition to the work outlined in this Manual, we strongly recommend the use of the exercises given each month in the Learners' Department of the *Gregg Writer*. These exercises can be used with great advantage from the very first lesson. Each number contains many helpful suggestions, and a number of shorthand pages that afford valuable exercises in reading and writing for students at all stages of advancement.

DON'T GET DISCOURAGED.—The complete mastery of shorthand and typewriting is worthy of your best efforts, and if you devote yourself earnestly to that work there can be no such thing as failure.

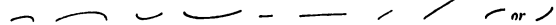

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# The Alphabet of Gregg Shorthand

## Consonants

Written forward:

K G R L N M T D TH

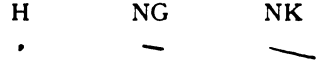



Written downward:

P B F V CH J S SH




H NG NK



(A dot)

## Vowels

### A-group

| | | | |
|---|---|---|---|
| *Short* | ă | as in | *cat* |
| *Medium* | ä | " " | *calm* |
| *Long* | ā | " " | *came* |

### O-group

| | | | |
|---|---|---|---|
| *Short* | ŏ | as in | *hot* |
| *Medium* | *aw* | " " | *audit* |
| *Long* | ō | " " | *ode* |

### E-group

| | | | |
|---|---|---|---|
| *Short* | ĭ | as in | *din* |
| *Medium* | ē | " " | *den* |
| *Long* | ē | " " | *dean* |

### OO-group

| | | | |
|---|---|---|---|
| *Short* | ŭ | as in | *tuck* |
| *Medium* | o͝o | " " | *took* |
| *Long* | o͞o | " " | *doom* |

## Diphthongs

| Composed of | | | | |
|---|---|---|---|---|
| *ŭ* | *ē-o͞o* | as in | *unit* | |
| *ow* | *ä-o͞o* | " " | *owl* | |

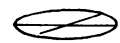
| Composed of | | | | |
|---|---|---|---|---|
| *oi* | *aw-ē* | as in | *oil* | |
| *ī* | *ä-ē* | " " | *isle* | |

# FIRST LESSON

**1.** Shorthand is written by *sound;* thus *aim* is written *ām* (long sound of *a*), *cat* is written *kăt*, *knee* is written *nē*.

## CONSONANTS

**2.** The alphabet should be mastered in sections, as given in these lessons. It will be noticed that the consonants are arranged in pairs, according to their affinity of sound, and are distinguished by a difference in length. There is no absolute standard as to length, as the characters, being founded on ordinary writing, vary in size, slant, etc., according to the personal habits of the writer. The size of the characters given in this manual will be a safe standard to adopt. The characters for the consonants in this lesson are derived from an elliptical figure, thus:



K G R L N M T D H



NOTE: All these characters are written *forward* from left to right, and T, D struck *upwards* from the line of writing. The G given in this lesson is called *gay*, being the hard sound as in *game, get*, and not the soft sound heard in *gem, magic*. The aspirate H is indicated by a dot placed over the vowel. The student should practice all these characters until he can write them without the slightest hesitation.

## VOWELS

**3.** In writing by sound there are twelve distinct vowels, which are arranged in four groups, and three closely related sounds are placed in each group. In this lesson we have the first two groups, which for convenience are named the "A" group and the "E" group.

**4.** The *short* sound of *a*, as heard in *cat*, *ran*, is expressed by the large circle; the *medium* sound, as heard in *calm*, *ark*, is expressed by the large circle with a dot beneath the circle; the *long* sound, as heard in *ate*, *may*, is expressed by the large circle with a dash beneath the circle.

ă *as in* mat m ă t 

ä *as in* calm k ä m 

ā *as in* gate g ā t 

**5.** The *short* sound of *i*, as heard in *din*, *rid* (not the long sound of *i*, heard in *dine*, *ride*), is expressed by the small circle; the sound of *e*, as heard in *get*, *net*, is expressed by the small circle with a dot beneath the circle; the *long* sound of *e*, as heard in *me*, *eat*, is expressed by the small circle with a dash beneath the circle.

ĭ *as in* knit n ĭ t 

ĕ *as in* net n ĕ t 

ē *as in* neat n ē t 

NOTE: The dot and dash are useful to indicate the exact vowel sounds in unfamiliar or in isolated words, but otherwise they are seldom used.

## RULES FOR JOINING CIRCLES

**6.** The circle is written on the *inside of curves*, and on the *outside of angles.*

*Inside Curves*

| | | | | | |
|---|---|---|---|---|---|
| eke | ē k |  | era | ē r a |  |
| key | k ē |  | rat | r ă t |  |
| ale | ā l |  | take | t ā k |  |

*Outside Angles*

| | | | | | |
|---|---|---|---|---|---|
| team | t ē m |  | rail | r ā l |  |
| meet | m ē t |  | gain | g ā n |  |

**7.** Before or after straight lines, or between two straight lines running in the same direction, the circle is written forward—as the hands of a clock move.

| | *Before* | | | *After* | |
|---|---|---|---|---|---|
| aim | ā m |  | me | m ē |  |
| hat | h ă t |  | day | d ā |  |

*Between*

| | | | | | |
|---|---|---|---|---|---|
| mean | m ē n |  | deed | d ē d |  |

**8.** Between two reverse curves the circle is turned on the back of the first curve.

| | | | | | |
|---|---|---|---|---|---|
| kill | k ĭ l |  | gear | g ē r |  |
| wreck | r ĕ k |  | lake | l ā k |  |

## METHOD OF PRACTICE

**9.** The following list of words should now be copied. In doing this, particular attention must be paid to the *sounds* of each word. If the student will repeat the sounds as he writes the word, it will help to impress the forms upon his memory and at the same time familiarize him with the process of note-taking.

---

## GENERAL EXERCISE

| | | | | | |
|---|---|---|---|---|---|
| knee | n ē |  | tact | t ă k t |  |
| keen | k ē n |  | tray | t r ā |  |
| kick | k ĭ k |  | train | t r ā n |  |
| ache | ā k |  | treat | t r ē t |  |
| acre | ā k r |  | nail | n ā l |  |
| acme | a k m ē |  | tale | t ā l |  |
| neck | n ĕ k |  | lay | l ā |  |
| cake | k ā k |  | deem | d ē m |  |
| ark | ä r k |  | rim | r ĭ m |  |
| eat | ē t |  | reed | r ē d |  |
| kit | k ĭ t |  | arid | a r ĭ d |  |
| hit | h ĭ t |  | rainy | r ā n ĭ |  |
| had | h ă d |  | hack | h ă k |  |

| | | | | | |
|---|---|---|---|---|---|
| eddy | ĕ d ĭ |  | ill | ĭ l |  |
| writ | r ĭ t |  | hill | h ĭ l |  |
| came | k ā m |  | mill | m ĭ l |  |
| creed | k r ē d |  | attic | ă t ĭ k |  |
| cream | k r ē m |  | tickle | t ĭ k l |  |
| merry | m ĕ r ĭ |  | ticket | t ĭ k ĕ t |  |
| lane | l ā n |  | trick | t r ĭ k |  |
| lamb | l ă m |  | deck | d ĕ k |  |
| lady | l ā d ĭ |  | deacon | d ē k n |  |
| rack | r ă k |  | decay | d ē k ā |  |
| ready | r ĕ d ĭ |  | reel | r ē l |  |
| maim | m ā m |  | gray | g r ā |  |
| grim | g r ĭ m |  | eagle | ē g l |  |
| rally | r ă l ĭ |  | arena | a r ē n a |  |
| get | g ĕ t |  | narrate | n ă r ā t |  |
| rig | r ĭ g |  | marine | m a r ē n |  |
| linen | l ĭ n ĕ n |  | hatred | h ā t r ĕ d |  |
| drama | d r ä m a |  | camera | k ă m ĕ r a |  |
| rag | r ă g |  | tyranny | t ĭ r a n ĭ |  |
| lick | l ĭ k |  | etiquette | ĕ t ĭ k ĕ t |  |

## SIMPLE WORD-SIGNS

**10.** A large proportion of all written and spoken language is made up of a few simple words. For such words brief forms called word-signs are provided. Those given here should be memorized immediately:

| | | | | | |
|---|---|---|---|---|---|
| can |  | in, not |  | he |  |
| go, good |  | am, more |  | I |  |
| are, our |  | at, it |  | a, an (dot) |  |
| well, will |  | would |  | the (th) |  |
| | | | | *up* | |

## PHRASE-WRITING

**11.** The joining of simple words is a great help to speed in writing shorthand, but it is a difficult art to acquire if its acquirement be deferred until the habit has been formed of writing common words separately. The student should, therefore, practice it diligently from the very beginning of his study. For such practice the simple phrases here given will serve as models:

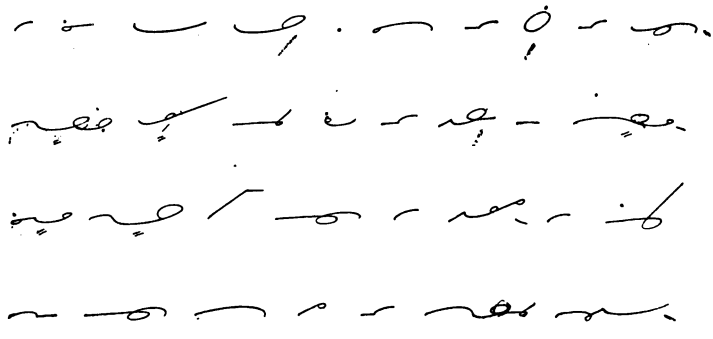
| | | | | | |
|---|---|---|---|---|---|
| in the |  | I would |  | it will not |  |
| I can |  | I am |  | I can not |  |
| I will |  | at the |  | in our |  |
| would not |  | it will |  | can the |  |

## PUNCTUATION, ETC.

**12.** The *period* is expressed by ⌣, the end of a *paragraph* by >, the *dash* by =, the *hyphen* by ⫽ (two short dashes struck upward), and the *interrogation* by ×. Capitals and proper names may be indicated by two short dashes under the outline. The parentheses may be expressed by the ordinary marks with short dashes through them ( ). Other punctuation marks are written in the usual way.

---

## READING EXERCISE



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## WRITING EXERCISE

1. Ellen Terry read the drama well.
2. Helen Keller can read in-the dark.
3. The rain will make the day dreary.
4. The enemy may make an attack in-the rear.
5. The League team will meet at-the Arena.

# SECOND LESSON

## THE DOWNWARD CHARACTERS

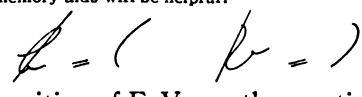
**13.** The characters for the consonants in this lesson are derived from another elliptical figure; thus 

P B F V CH J SH



NOTES: All these characters are written downwards. CH is pronounced *chay*, not *see-aitch;* and SH is called *ish*, not *es-aitch*. SH is a mere tick.

The following memory aids will be helpful:



**14.** In the writing of F, V, a rather vertical inclination is desirable in order that the curve may join easily with other characters. In forming the combinations *fr*, *fl*, it is not necessary to make an angle. The motion is just the same as in writing a part of Y in longhand; thus



| | | | | | |
|---|---|---|---|---|---|
| fig | f ĭ g |  | free | f r ē |  |
| vain | v ā n |  | frame | f r ā m |  |
| fail | f ā l |  | flash | f l ă sh |  |

**15.** The circle may assume the form of a loop where more convenient.

| | | | | | |
|---|---|---|---|---|---|
| dash | d ă sh |  | cheat | ch ē t |  |
| fame | f ā m |  | lap | l ă p |  |

**16.** Between an oblique curve—such as P, B, F, V—and a straight line, the circle is placed on the outside.

| | | | | | |
|---|---|---|---|---|---|
| palm | p ä m |  | Dave | d ā v |  |
| beat | b ē t |  | knave | n ā v |  |

**17.** The base of the first consonant of a word rests on the line of writing.

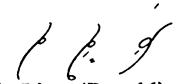
| | | | | | |
|---|---|---|---|---|---|
| map | m ă p |  | fetch | f ĕ ch |  |
| cave | k ā v |  | chief | ch ē f |  |

**18.** The following words illustrate the application of the rules for joining circles to the consonants given in this lesson:

*Inside Curves* (Par. 6). 

*Outside Angles* (Par. 6). 

*Joined to Straight Lines* (Par. 7). 

*Between Reverse Curves* (Par. 8). 

*Between Oblique Curves and Straight Lines* (Par. 16). 

## General Exercise

| | | | | | |
|---|---|---|---|---|---|
| edge | ĕ j |  | jig | j ĭ g |  |
| able | ā b l |  | apple | ă p l |  |
| fear | f ē r |  | peal | p ē l |  |
| beer | b ē r |  | appeal | ă p ē l |  |
| fish | f ĭ sh |  | cheap | ch ē p |  |
| feed | f ē d |  | chap | ch ă p |  |
| play | p l ā |  | beak | b ē k |  |
| cheek | ch ē k |  | back | b ă k |  |
| reap | r ē p |  | beam | b ē m |  |
| peep | p ē p |  | balm | b ä m |  |
| Jap | j ă p |  | chain | ch ā n |  |
| nap | n ă p |  | catch | k ă ch |  |
| cab | k ă b |  | shake | sh ā k |  |
| peach | p ē ch |  | shame | sh ā m |  |
| preach | p r ē ch |  | bread | b r ĕ d |  |
| tab | t ă b |  | bridge | b r ĭ j |  |
| gem | j ĕ m |  | shave | sh ā v |  |
| pale | p ā l |  | fray | f r ā |  |
| sherry | sh ĕ r ĭ |  | feel | f ē l |  |

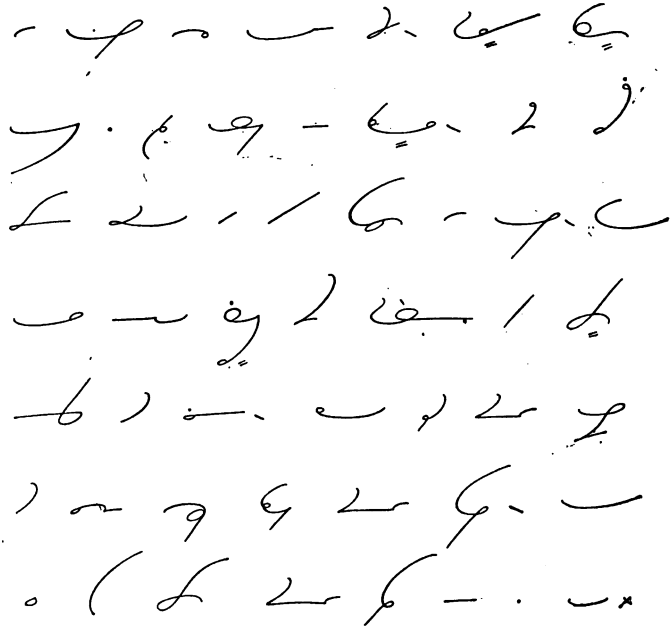
| | | | | | |
|---|---|---|---|---|---|
| ledge | l ĕ j |  | Arab | ă r a b |  |
| allege | ă l ĕ j |  | chill | ch ĭ l |  |
| pledge | p l ĕ j |  | Jack | j ă k |  |
| nib | n ĭ b |  | rage | r ā j |  |
| brief | b r ē f |  | page | p ā j |  |
| chin | ch ĭ n |  | vague | v ā g |  |
| calf | k ă f |  | dip | d ĭ p |  |
| rave | r ā v |  | rich | r ĭ ch |  |
| grave | g r ā v |  | navy | n ā v ĭ |  |
| shade | sh ā d |  | cliff | k l ĭ f |  |
| half | h ă f |  | shaggy | sh ă g ĭ |  |
| badge | b ă j |  | vim | v ĭ m |  |
| brain | b r ā n |  | abate | a b ā t |  |
| valid | v ă l ĭ d |  | heavy | h ĕ v ĭ |  |
| trap | t r ă p |  | Java | j ä v a |  |
| crash | k r ă sh |  | parish | p ă r ĭ sh |  |
| trash | t r ă sh |  | palate | p ă l a t |  |
| beef | b ē f |  | flinch | f l ĭ n ch |  |
| brave | b r ā v |  | beetle | b ē t l |  |
| hitch | h ĭ ch |  | avail | ă v ā l |  |

## WORD-SIGNS AND PHRASES

| | | | |
|---|---|---|---|
| put |  | let, letter |  |
| be, but, by |  | little |  |
| been, bound |  | market, Mr. |  |
| before, behalf |  | reply |  |
| belief, believe |  | represent |  |
| for |  | teach |  |
| form, from |  | check |  |
| have |  | for the |  |
| ~~change~~, which |  | I have |  |
| shall, ship |  | I have not |  |
| about |  | in which |  |
| after |  | I shall |  |
| ever-y |  | I shall not |  |
| any |  | I shall have |  |
| name |  | from the |  |
| give-n |  | would be |  |
| gave |  | in reply |  |
| please |  | please ship |  |

NOTE: The rule given in Par. 17 applies to phrases.

## READING EXERCISE



## WRITING EXERCISE

1. The maid will-be at-the market every day.
2. Phoebe Cary will teach her French.
3. The team will-be ready for-the match game.
4. Henry came back from-the navy after he had achieved fame.
5. The range in-the kitchen will bake good bread.
6. Jennie will-have the meal ready in about an hour.
7. Please pay for-the ticket in cash for I-can-not take a check.

# THIRD LESSON

## The O-Hook

**19.** The lower part of the elliptical figure  (called the *o-hook*) represents the short sound of *o*, as heard in *hot, top;* the hook with a dot beneath it expresses the sound of *aw*, as in *awe, law*; the hook with a short dash beneath it expresses the long sound of *o*, as in *owe, no.*

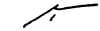
| | | | | | |
|---|---|---|---|---|---|
| ŏ |  | *as in* | rot | r ŏ t |  |
| aw |  | *as in* | raw | r aw |  |
| ō |  | *as in* | wrote | r ō t |  |

## General Exercise

| | | | | | |
|---|---|---|---|---|---|
| hot | h ŏ t |  | Shaw | sh aw |  |
| ought | aw t |  | shawl | sh aw l |  |
| taught | t aw t |  | show | sh ō |  |
| odd | ŏ d |  | shoal | sh ō l |  |
| nod | n ŏ d |  | toad | t ō d |  |
| Maud | m aw d |  | foe | f ō |  |
| mode | m ō d |  | foam | f ō m |  |

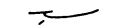
| | | | | | |
|---|---|---|---|---|---|
| loaf | l ō f |  | paw | p aw |  |
| cope | k ō p |  | pawn | p aw n |  |
| coach | k ō ch |  | jaw | j aw |  |
| rod | r ŏ d |  | dodge | d ŏ j |  |
| blow | b l ō |  | lodge | l ŏ j |  |
| botch | b ŏ ch |  | talk | t aw k |  |
| hobby | h ŏ b ĭ |  | broad | b r aw d |  |
| fraud | f r aw d |  | dough | d ō |  |
| wrought | r aw t |  | Jove | j ō v |  |
| dot | d ŏ t |  | obey | ō b ā |  |
| ball | b aw l |  | hope | h ō p |  |
| hog | h ŏ g |  | fop | f ŏ p |  |
| blot | b l ŏ t |  | chop | ch ŏ p |  |
| rogue | r ō g |  | Paul | p aw l |  |
| pillow | p ĭ l ō |  | pole | p ō l |  |
| shallow | sh ă l ō |  | beau | b ō |  |
| elbow | ĕ l b ō |  | arrow | ă r ō |  |
| rope | r ō p |  | John | j ŏ n |  |
| polo | p ō l ō |  | bone | b ō n |  |
| bore | b ō r |  | motto | m ŏ t ō |  |

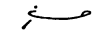
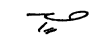
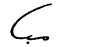
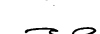
**20.** The O-hook is placed on its side *before* N, M, R, L, except when preceded by a downward character, as in *bore, bone, pole, foam, John.*

| | | | | | |
|---|---|---|---|---|---|
| on | ŏ n |  | hall | h aw l |  |
| or | aw r |  | dome | d ō m |  |
| moan | m ō n |  | Nome | n ō m |  |

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## GENERAL EXERCISE

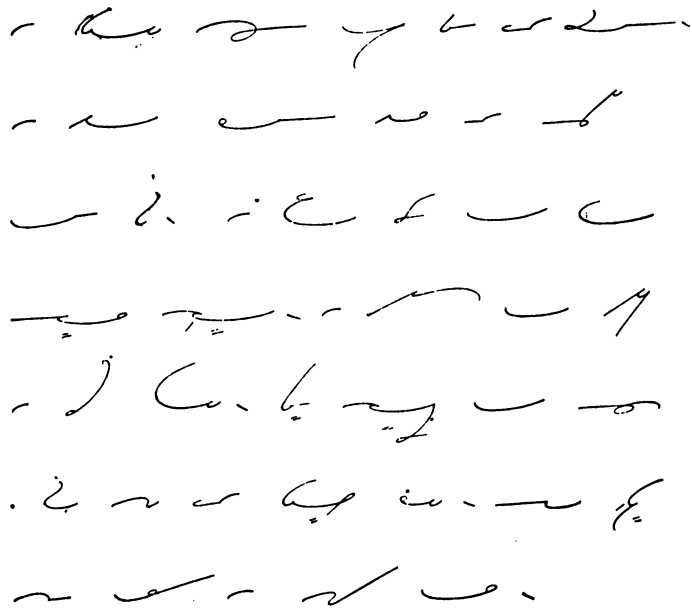
| | | | | | |
|---|---|---|---|---|---|
| nor | n aw r |  | home | h ō m |  |
| orb | aw r b |  | flown | f l ō n |  |
| own | ō n |  | knoll | n ō l |  |
| whole | h ō l |  | drawn | d r aw n |  |
| hollow | h ŏ l ō |  | blown | b l ō n |  |
| aroma | a r ō m a |  | tone | t ō n |  |
| core | k ō r |  | atone | a t ō n |  |
| known | n ō n |  | door | d ō r |  |
| roam | r ō m |  | adore | a d ō r |  |
| roll | r ō l |  | loan | l ō n |  |
| comb | k ō m |  | alone | a l ō n |  |
| coal | k ō l |  | mole | m ō l |  |
| omit | ō m ĭ t |  | dawn | d aw n |  |

| | | | | | |
|---|---|---|---|---|---|
| goal | g ō l |  | holy | h ō l ĭ |  |
| tall | t aw l |  | Nora | n ō r a |  |
| brawny | b r aw n ĭ |  | Cora | k ō r a |  |

## WORD-SIGNS AND PHRASES

| | | | |
|---|---|---|---|
| all |  | told |  |
| beyond |  | very |  |
| body |  | of the |  |
| call |  | of all |  |
| care |  | of which |  |
| company, keep |  | of our |  |
| fall, follow |  | in favor |  |
| far, favor |  | in our favor |  |
| friend-ly |  | on the |  |
| glad |  | on our |  |
| judge |  | on which |  |
| most |  | on which the |  |
| of |  | in regard |  |
| public, publish |  | I told |  |
| real, regard |  | on behalf |  |

## READING EXERCISE



## WRITING EXERCISE

1. The team will haul the heavy load of coal.
2. Judge Lodge would-not keep the letter from-the public.
3. He will-pay for-the lot if Mr. Cone will take a check drawn in-our-favor.
4. I-can-not very well follow the form given in-the letter.
5. After the ball game Laura came home in-the launch.
6. The good ship Jane dashed on a rock, but all the people reached the shore.

# FOURTH LESSON

## THE OO-HOOK

**21.** The upper part of the small elliptical figure  (called the *oo̯-hook*) represents the short sound of *u*, heard in *hum*, *dumb* (not the long *u* heard in *use*, which will be given later); the hook with a dot beneath it expresses the sound of *oo*, as in *took*, *foot*; the hook with a short dash beneath it expresses the long *oo*, as in *doom*, *boom*.

| | | | | |
|---|---|---|---|---|
| ŭ |  | *as in* | tuck | t ŭ k  |
| o͝o |  | *as in* | took | t o͝o k  |
| o͞o |  | *as in* | tomb | t o͞o m  |

## GENERAL EXERCISE

| | | | | | |
|---|---|---|---|---|---|
| hut | h ŭ t |  | doom | d o͞o m |  |
| tug | t ŭ g |  | shove | sh ŭ v |  |
| shut | sh ŭ t |  | hug | h ŭ g |  |
| shoot | sh o͞o t |  | rut | r ŭ t |  |
| to | t o͝o |  | shoe | sh o͞o |  |
| do | d o͞o |  | shook | sh o͝o k |  |

| | | | | |
|---|---|---|---|---|
| foot | f o͝o t | up | ŭ p | |
| cuff | k ŭ f | dug | d ŭ g | |
| hush | h ŭ sh | jug | j ŭ g | |
| gush | g ŭ sh | fudge | f ŭ j | |
| honey | h ŭ n ĭ | huff | h ŭ f | |
| duck | d ŭ k | pool | p o͞o l• | |
| hood | h o͝o d | fool | f o͞o l | |
| hook | h o͝o k | toot | t o͞o t | |
| dove | d ŭ v | oven | ŭ v n | |
| puff | p ŭ f | tough | t ŭ f | |
| who | h o͞o | ruddy | r ŭ d ĭ | |
| whom | h o͞o m | chuckle | ch ŭ k l | |
| huddle | h ŭ d l | boom | b o͞o m | |
| tattoo | t ă t o͞o | lucky | l ŭ k ĭ | |

**22.** The OO-hook is always placed on its side *after* N or M; it is also placed on its side *after* K or G *when followed by* R or L.

| | | | | |
|---|---|---|---|---|
| nun | n ŭ n | mug | m ŭ g | |
| mud | m ŭ d | mood | m o͞o d | |
| muff | m ŭ f | cool | k o͞o l | |
| moon | m o͞o n | gull | g ŭ l | |

## REVIEW EXERCISE ON BOTH HOOKS

| | | | | | |
|---|---|---|---|---|---|
| hot | h ŏ t | | loam | l ō m | |
| hut | h ŭ t | | loom | l o͞o m | |
| home | h ō m | | rot | r ŏ t | |
| hum | h ŭ m | | rut | r ŭ t | |
| moan | m ō n | | bone | b ō n | |
| moon | m o͞o n | | boon | b o͞o n | |
| mode | m ō d | | coach | k ō ch | |
| mood | m o͞o d | | gush | g ŭ sh | |
| dome | d ō m | | coal | k ō l | |
| doom | d o͞o m | | cull | k ŭ l | |

## W AND Y

**23.** When followed by a vowel, W has the sound of *o͞o*, as o͞o-ā-t—*wait.* W is therefore expressed by the oo-hook.

| | | | | | |
|---|---|---|---|---|---|
| we | w ē | | wall | w aw l | |
| weave | w ē v | | woe | w ō | |
| wait | w ā t | | wool | w o͝o l | |

**24.** In the body of a word it is generally more convenient to express *w* by a horizontal dash under the

vowel, but this dash may often be omitted.

| | | | | | |
|---|---|---|---|---|---|
| twig | t w ĭ g |  | equity | č k w ĭ t ĭ |  |
| twin | t w ĭ n |  | dwell | d w č l |  |
| quick | k w ĭ k |  | headway | h č d w ā |  |

**25.** In words beginning with *a-h* or *a-w*, followed by a vowel, *a* is expressed by a dot placed on the line close to the next character.

| | | | | | |
|---|---|---|---|---|---|
| ahead | a h č d |  | awake | a w ā k |  |
| away | a w ā |  | ahem | a h č m |  |

**26.** Wh is pronounced *hw*, as h-w-$\bar{c}$-l — *wheel*, hence the dot for *h* should be written first.

| | | | | | |
|---|---|---|---|---|---|
| whit | hw ĭ t |  | whack | hw ă k |  |
| whig | hw ĭ g |  | whim | hw ĭ m |  |

**27.** Y is equivalent to $\bar{e}$, as $\bar{c}$-$\bar{o}$-r — *yore*, and is therefore represented by the small circle.

| | | | | | |
|---|---|---|---|---|---|
| yacht | y ŏ t |  | yore | y ō r |  |
| yawn | y aw n |  | yawl | y aw l |  |

NOTE: When the combination *yo* or *yaw* precedes R or L, the hook is not placed on its side.

**28.** At the beginning of a word *yĭ* or *ye* is expressed by a small loop, and *ya* by a large loop. When neces-

sary to denote the exact shade of vowel sound, the dot or dash is placed beneath the loop.

| | | | | | |
|---|---|---|---|---|---|
| ye | yē |  | yet | yĕ t |  |
| yea | yā |  | yellow | yĕ l ō |  |
| year | yē r |  | Yale | yā l |  |

## General Exercise

| | | | | | |
|---|---|---|---|---|---|
| way | w ā |  | acquit | ă k w ĭ t |  |
| wave | w ā v |  | quail | k w ā l |  |
| wade | w ā d |  | Broadway | b r aw d w ā |  |
| wake | w ā k |  | roadway | r ō d w ā |  |
| wage | w ā j |  | await | a w ā t |  |
| weed | w ē d |  | awoke | a w ō k |  |
| widow | w ĭ d ō |  | wheel | hw ē l |  |
| weep | w ē p |  | wheat | hw ē t |  |
| walk | w aw k |  | whip | hw ĭ p |  |
| wash | w ŏ sh |  | whiff | hw ĭ f |  |
| watch | w ŏ ch |  | yam | yă m |  |
| wove | w ō v |  | Yarrow | yă r ō |  |
| quack | k w ă k |  | yoke | y ō k |  |

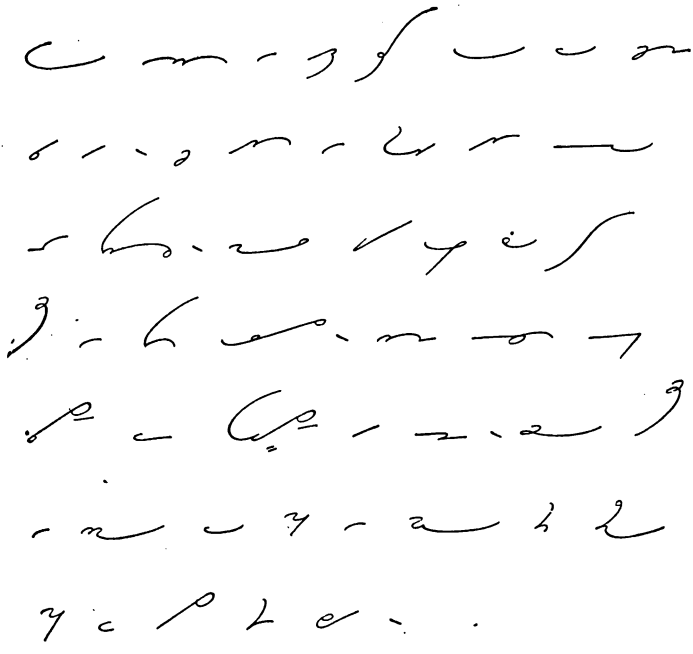
## WORD-SIGNS AND PHRASES

| | | | |
|---|---|---|---|
| above |  | of your |  |
| become, book |  | to you |  |
| could |  | do you |  |
| full-y |  | you have |  |
| great |  | you have not |  |
| look |  | we have |  |
| move |  | we have not |  |
| much |  | you can not |  |
| should |  | we can not |  |
| sure-ly |  | we will |  |
| upon |  | from you |  |
| work |  | your letter |  |
| world |  | if you have |  |
| yes |  | if you will |  |
| you, your |  | if you can |  |

W is omitted in the following words:

| | | | |
|---|---|---|---|
| week |  | when |  |
| were |  | what |  |
| where |  | won-one |  |

## READING EXERCISE



## WRITING EXERCISE

1. The wheel of-the wagon caught in a rut of-the rough road.
2. The pony ran away but the groom caught him.
3. Edwin should-have told you about the affair before the letter reached you.
4. You-may do the work in your own way if-you-are sure you can do it well.
5. The mud in-the road will-reach up to-the hub of-the wagon wheel.

# FIFTH LESSON

## S AND TH

**29.** From the small elliptical figure given in the last lesson  two small curves are obtained which are written downwards to express the very common letter S, and upwards to express Th.

| S | TH |
|---|---|
| ( *or* ) | ( *or* ) |
| *down* | *up* |

NOTE: It is very important to keep steadily in mind that the curves for S are written *downwards*, while those for TH are written *upwards* and at a greater inclination. The following is a useful memory aid: 

## RULES FOR JOINING S AND TH

**30.** When S is joined to a curve, the S is written in the same direction as the curve to which it is joined, thus securing a *uniform movement.* A circle vowel occurring at the joining does not affect the application of this rule.

| | | | | | |
|---|---|---|---|---|---|
| spray |  | safe |  | makes |  |
| reaps |  | face |  | case |  |
| pass |  | skate |  | slay |  |
| sphere |  | sick |  | sales |  |

NOTE: W[illegible]n stroke, the base of the *down stroke* rests on the line.

**31.** When S is joined to T, D, N, M, the S is used which forms a sharp angle. A circle vowel occurring at the joining does not affect the application of this rule.

| | | | | | |
|---|---|---|---|---|---|
| stay |  | odds |  | smack |  |
| set |  | days |  | same |  |
| nets |  | snow |  | leans |  |
| said |  | seen |  | knees |  |

**32.** When S is joined to Sh, Ch, J, the S is used which is written with the clockwise movement—called the "comma S."

| | | | | | |
|---|---|---|---|---|---|
| sash |  | sage |  | chess |  |

**33.** In words consisting of S or Th, or both, and a *circle* vowel, S or Th should be written with the clockwise movement.

| *Circle and S* | | *Circle and Th* | | *Combinations* | |
|---|---|---|---|---|---|
| as |  | heath |  | these |  |
| see |  | hath |  | sees |  |
| essay |  | thee |  | Seth |  |

**34.** The clockwise Th is given the preference, but when joined to O, R, L, the other form is used.

| | | | | | |
|---|---|---|---|---|---|
| thick |  | though |  | moth |  |
| theme |  | throw |  | earth |  |
| doth |  | athlete |  | health |  |

**35.** In words beginning with *so*, the "comma S" is used.

so soul soap

sorrow sofa sod

**36.** The combination *us* is written without an angle at the beginning of words, or when it follows a down stroke or K, G.

us fuss gracious

bus gust vicious

**37.** Z is represented by the sign for S, but an oblique dash marks the distinction in isolated words. If necessary, the Th heard in *breathe* may be distinguished from the sound heard in *breath* in the same manner.

gas face breath

gaze phase breathe

NOTE: The sound of *zh*, heard in *azure*, *rouge*, *garage*, may be distinguished from *sh* by the oblique dash, but this is necessary only where it is desired to mark the precise sounds of foreign words.

**38.** The letter X may be expressed at the end, or in the body of words, (but not at the beginning), by a slight modification of the curve for S, as shown in the following examples:

mix coax tax

box fix lax

**39.** The sound of Ng, heard in *long*, is expressed by N written in a slightly downward direction; and Nk (which is sounded *ngk*, as *rang-k—rank*) by a longer sign.

rang  sing  king 

rank  sink  kink 

---

## Simple Prefixes and Suffixes

**40.** The prefixes *con*, *com*, *coun* are expressed by K, and the vowel is omitted in the prefixes *en*, *in*, *un*, *em*, *im* when the prefix is followed by a *consonant*. The prefix *ex* is expressed by *es*.

condole  infancy  impress 

convey  envy  extol 

compass  emboss  explode 

**41.** The suffix *ing* or *thing* is expressed by a dot placed beneath or close to the preceding letter; *ings* is expressed by S in the same place, the S being written contrary to the hands-of-a-clock movement.

being  singing  anything 

doing  making  sayings 

ringing  everything  readings 

**42.** The suffix *ly* is expressed by the small circle, and *ily*, *ally* by a loop.

| | | | | | |
|---|---|---|---|---|---|
| only |  | calmly |  | prettily |  |
| early |  | readily |  | totally |  |

**43.** The suffix *tion*, *sion* (*shun*) is expressed by SH.

| | | | | | |
|---|---|---|---|---|---|
| nation |  | session |  | action |  |
| oration |  | motion |  | fashion |  |

## General Exercise

| | | | | | |
|---|---|---|---|---|---|
| say |  | guess |  | link |  |
| seem |  | chase |  | throat |  |
| save |  | sleepy |  | both |  |
| sap |  | serene |  | booth |  |
| solemn |  | steel |  | gang |  |
| scratch |  | stray |  | thief |  |
| scream |  | city |  | death |  |
| scrip |  | snake |  | swear |  |
| score |  | smash |  | switch |  |
| hymns |  | smith |  | sweet |  |
| miss |  | fasten |  | swim |  |

Note: When *sw* is followed by T, D, N, or M, the *w* is expressed by the hook.

trace 
terrace 
shoes 
shows 
husky 
dusky 
hustle 
audacious 
zealous 
efface 
ethics 
hasty 
sabre 
saucy 
essays 
Jessie 
sprain 
elapse 
story 
sparrow 

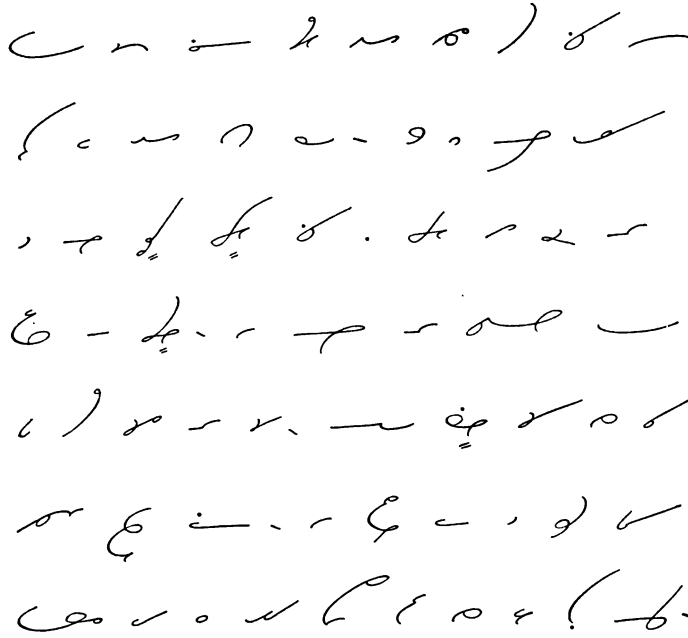
salad 
threat 
throne 
myth 
wrong 
acid 
bath 
wing 
zero 
siege 
thus 
suffix 
elixir 
applause 
stab 
sedate 
theft 
sashes 
sober 
plank 

loath 
thud 
preface 
spring 
*con*done 
*com*plex 
*con*cave 
*com*bat 
*coun*ty 
*en*rich 
*in*famous 
*un*fit 
rela*tion* 
*ex*pres*sion* 
*in*vas*ion* 
shipp*ing* 
feel*ings* 
thick*ly* 
brut*ally* 
craft*ily* 

## WORD-SIGNS AND PHRASES

| | | | |
|---|---|---|---|
| ask |  | than, then |  |
| business |  | that |  |
| cause, because |  | their, there |  |
| course |  | them |  |
| desire |  | they |  |
| else, list |  | thing, think |  |
| inclose |  | this |  |
| instan-$^{t}_{ce}$ |  | those |  |
| is, his |  | was |  |
| long |  | is the |  |
| must |  | is this |  |
| next |  | is there |  |
| other |  | there is |  |
| receive |  | this is |  |
| some |  | in these |  |
| soon |  | for that |  |
| speak, speech |  | he was |  |
| state |  | there was |  |
| such |  | in such |  |

## READING EXERCISE



## WRITING EXERCISE

1. The book of essays by John Burroughs was-given a long notice in-the papers.
2. I-think that such a motion was made early in-the session.
3. I-shall-not wait for a letter from Mr. King as-the book is on-the press.
4. We-inclose a list of things which we-shall need very soon.
5. The speech by Nicholas Murray Butler was on-the ethics of teaching.

# SIXTH LESSON

## DIPHTHONGS

**44.** A pure diphthong is the union in one syllable of two simple vowels uttered in rapid succession. The diphthongs are therefore expressed by joining the circles and hooks representing the vowels of which they are composed.

| | | | | | |
|---|---|---|---|---|---|
| ū | | *as in* | fume | f ū m |  |
| ow | | *as in* | now | n ow |  |
| oi | | *as in* | oil | oi l |  |
| ī | | *as in* | die | d ī |  |

NOTE: The diphthong $\bar{u}$ is a combination of $\bar{e}$ and $\overline{oo}$; *ow*, of *ä* and $\overline{oo}$; *oi*, of *aw* and $\bar{e}$. The sign for the diphthong $\bar{\imath}$ is a large circle with an indentation — resembling a combination of $\bar{a}$ and $\bar{e}$, which, if uttered in rapid succession, yield a sound almost equivalent to $\bar{\imath}$. This sign for $\bar{\imath}$ is generally called "the broken circle."

## GENERAL EXERCISE

| | | | | | |
|---|---|---|---|---|---|
| hue | h ū |  | fine | f ī n |  |
| feud | f ū d |  | huge | h ū j |  |
| cow | k ow |  | mute | m ū t |  |
| toy | t oi |  | bough | b ow |  |
| annoy | a n oi |  | Hoyle | h oi l |  |
| sky | s k ī |  | try | t r ī |  |

| | | | | | |
|---|---|---|---|---|---|
| unique | ū n ē k | | thy | th ī | |
| ounce | ow n s | | humid | h ū m ĭ d | |
| toil | t oi l | | sigh | s ī | |
| ripe | r ī p | | scout | s k ow t | |
| youth | ū th | | Nile | n ī l | |
| thou | th ow | | vow | v ow | |
| mine | m ī n | | price | p r ī s | |
| Roy | r oi | | rhyme | r ī m | |
| cue | k ū | | apply | ă p l ī | |
| guide | g ī d | | tile | t ī l | |
| alloy | ă l oi | | comply | *com* p l ī | |
| chime | ch ī m | | invite | *in* v ī t | |
| adjoin | a j oi n | | enjoy | *en* j oi | |
| fight | f ī t | | impugn | *im* p ū n | |
| mouth | m ow th | | exude | *ex* ū d | |
| noise | n oi s | | mightily | m ī t *ily* | |

NOTES: (a) The rules governing the joining of the circles apply to the diphthong ī. In the words *Nile, tile,* for instance, the sign is placed outside the angle, as is done in *nail, tale.*

(b) In some words it will be found unnecessary to write the line through the large circle to express the diphthong. For example, it is sufficient to write *mat* for *might,* as "it mat (might) be," and *ma* for *my,* as "in ma (my) opinion," etc. Other common examples are: *life, quite, lively.*

## VOWEL COMBINATIONS

**45.** Consecutive vowels which do not form a pure diphthong are joined in their natural order.

| | | | | | |
|---|---|---|---|---|---|
| Leo | l ē ō |  | olio | ō l ĭ ō |  |
| Owen | ō ĕ n |  | cameo | k ă m ĕ ō |  |
| Noah | n ō a |  | snowy | s n ō ĭ |  |

NOTE: When long ō is followed by a small circle, as in *Owen*, (ō ĕ n), the dash is usually placed beneath the hook.

**46.** Any vowel following the diphthong *i* is expressed by the small circle within the large circle.

| | | | | | |
|---|---|---|---|---|---|
| via | v ī a |  | lion | l ī ŭ n |  |
| fiat | f ī ă t |  | science | s ī ĕ n s |  |
| dial | d ī a l |  | iota | ī ō t a |  |

NOTE: When *io* begins a word it is written (as in *iota*, given above) with the same movement as *o* in longhand, which it resembles in appearance.

**47.** Where necessary, short *i* followed by *a* as in *mania*, is expressed by the large circle with a *dot* placed within it; and *e* followed by any large circle vowel sound by the large circle with a *dash* within it. These distinctions are seldom necessary.

| | | | | | |
|---|---|---|---|---|---|
| mania | m ā n ĭ a |  | Olympia | o l ĭ m p ĭ a |  |
| medial | m ē d ĭ a l |  | ammonia | ă m ō n ĭ a |  |
| create | k r ē ā t |  | Lydia | l ĭ d ĭ a |  |

**48.** There are a few words in which there are no consonants. In such words the dot for the aspirate, or the marks distinguishing the vowel sounds, should be used.

| | | | | | |
|---|---|---|---|---|---|
| ah! |  | who |  | ye |  |
| awe |  | hue, hew |  | yea |  |
| owe, oh! |  | hay |  | woe |  |
| hoe |  | high |  | woo |  |

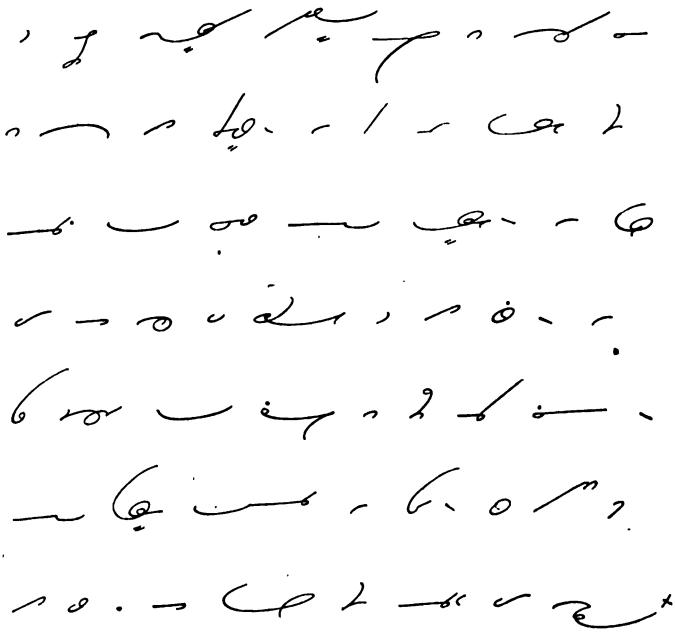
## WORD-SIGNS AND PHRASES

| | | | | | |
|---|---|---|---|---|---|
| allow |  | point, appoint |  | I find |  |
| behind |  | right, write |  | wire |  |
| find |  | side |  | please wire |  |
| how, out |  | use |  | please write |  |
| kind |  | usual-ly, wish |  | write me |  |
| light |  | while |  | your kind letter |  |
| like |  | why |  | on this side |  |
| new |  | wife |  | I would like |  |

## SPECIAL BUSINESS PHRASES

| | | | | | |
|---|---|---|---|---|---|
| Dear Sir |  | Yours truly |  | Yours very truly |  |
| Dear Madam |  | Very truly yours |  | Yours respectfully |  |

## READING EXERCISE



## WRITING EXERCISE

1. Julia Marlowe will-not play Ophelia this year.
2. If-you-find that Mr. Boyd is out of-the city, please-wire-me so that I-can get other help for you.
3. Please-write-me fully as-to what you do about increasing the price on-the lots in Butte.
4. Before we publish the book we-must find out about the size of type which you-wish us to use.
5. The chimes will ring in the new year.

# SEVENTH LESSON

## BLENDED CONSONANTS

**49.** When two straight lines form an obtuse or blunt angle, the natural tendency of the hand is to "slur" the angle and allow the lines to form a curve, thus:



The characters have been so arranged that many frequent combinations form an obtuse angle, and this angle not being observed, the lines blend naturally in the form of a curve.

**50.** All of the following blended consonants are written upwards from the line of writing:

| | | | | | |
|---|---|---|---|---|---|
| TEN, DEN | *as in* | tenor | | denote | |
| TEM, DEM | *as in* | temper | | demolish | |
| ENT, END | *as in* | paint | | bond | |
| EMT, EMD | *as in* | prompt | | deemed | |

NOTES: (a) As the combinations are pronounced as syllables, minor vowels occurring between the consonants are omitted, but diphthongs and strongly accented vowels are inserted. For instance, *dean, dine, team, tame, dome, dime,* are written in full. The blend is used, however, in words ending in *tain* as *detain.*

(b) Although the blends *ent, end, emt, emd* are pronounced as syllables, just as *sh* is pronounced *ish,* the vowel preceding the blend is seldom omitted, except at the beginning of a word, as in *entry, entail.*

## General Exercise

| | | |
|---|---|---|
| tenets | detain | temple |
| tenant | threaten | attempt |
| tenacious (a) | tendency | demur |
| dense | attendance | wisdom |
| *con*dense | timid | entry |
| *con*densa*tion* | freedom | entail |
| *con*tinent | kingdom | plenty |
| *con*demn | *con*templa-*tion* | moaned |
| *in*ten*tion* (b) | anatomy | dawned |
| *ex*ten*sion* | phantom | fastened |
| *con*ten*tion* | autumn | lamed |
| sweeten | sanctum | seemed |
| latent (b) | brand | steamed |
| mutiny | lined | exempt |
| stencil | signed | shamed |
| mutton | faint | Indian |
| obtain | gained | addenda (b) |

Notes: (a) The rule given in Paragraph 16 applies to the circle between the blended consonants and straight lines as in the word *tenacious*.

(b) Where it is possible to use either *ten*, *den*, or *ent*, *end*, the *ten*, *den* blend is given the preference.

**51.** In joining *d* to *f* or *v*, and *j* to *ent*, *end*, the angle is obscured in rapid writing, and the combination is written with one impulse of the pen.

DEF-V, TIVE  *as in* defeat  native 

JENT-D, PENT-D  *as in* gentle  happened 

NOTE: It will be found that *tive* generally occurs at the end of words, as in *native*, and cannot be confused with *def*, *dev*, which generally occur at the beginning of words, as in *defame*.

---

## GENERAL EXERCISE

| | | | | | |
|---|---|---|---|---|---|
| defy |  | deficit |  | genteel |  |
| edify |  | restive |  | Gentile |  |
| edifice |  | festive |  | legend |  |
| deface |  | motive |  | regent |  |
| defame |  | attentive |  | *con*tingent |  |
| defense |  | tentative |  | tangent |  |
| devout |  | cheapened |  | pageant |  |
| divine |  | ripened |  | depend |  |
| divide |  | rampant |  | spent |  |
| diffidence |  | opened |  | *ex*pend |  |
| devise |  | cogent |  | *im*pend*ing* |  |

**52.** The syllables *men, mem* are expressed by lengthening *m*, that is, by joining *m* and *n; ted, ded, det*, by a long stroke upwards, equal to *t* and *d* joined; *ses* or *sus*, by joining the two signs for *s; xes*, by joining *x* and *s*.

MEN, MEM — *as in* men*tion* — memory

TED, DED, DET — *as in* heated — seated

SES — *as in* passes — faces

XES — *as in* boxes — mixes

NOTES: The combination *det* usually occurs at the beginning of words, as in *detach, detest*, while *ded, ted*, usually occur at the end of words.

The stroke is used to express *ted, ded* after short words only, a disjoined dash being more convenient in most words as explained in Par. 53.

## GENERAL EXERCISE

| | | |
|---|---|---|
| men | effeminate | Roman |
| many | nominate | romance |
| menace | examine | Ottoman |
| minute | maintain | famine |
| month | minimum | human |
| amen | stamina | Manhattan |
| acumen | women | common*ly* |
| immense | omen | detach |
| emanate | ominous | detec*tion* |
| memoir | remain | waited |

| | | | | | |
|---|---|---|---|---|---|
| masses |  | teases |  | sustain |  |
| guesses |  | possess |  | cessation |  |
| races |  | leases |  | annexes |  |
| basis |  | fences |  | taxes |  |

NOTE: In rapid writing the first *s* in *ses* may become obscure, and yet the second *s*, being written contrary to the rule for writing a single *s*, clearly indicates the plural form. Compare *face, faces, case, cases, pass, passes.*

**53.** At the end of many words *ted, ded,* and sometimes *ed,* may be expressed by *t* placed beneath or close to the preceding character.

| | | | |
|---|---|---|---|
| invited  | divided  | demanded  | printed  |

**54.** Advantage may be taken of the blending principle in phrase writing, thus: *t-me* for *to me, t-do* for *to do.*

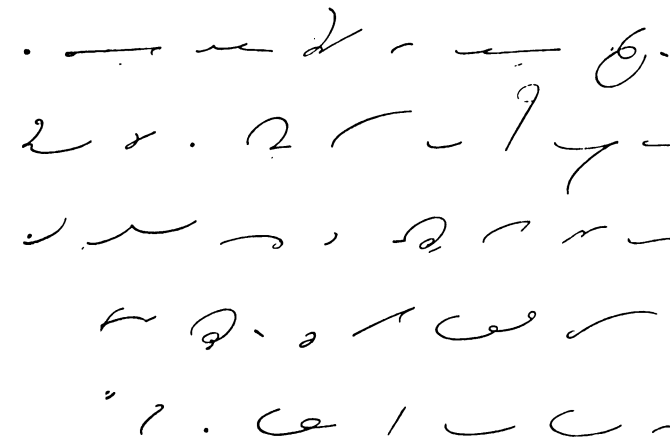
| | | | | | |
|---|---|---|---|---|---|
| to-day |  | to meet |  | ought to know |  |
| to do |  | to make |  | at any time |  |
| to draw |  | to my |  | what to do |  |
| to mean |  | to know |  | in due time |  |

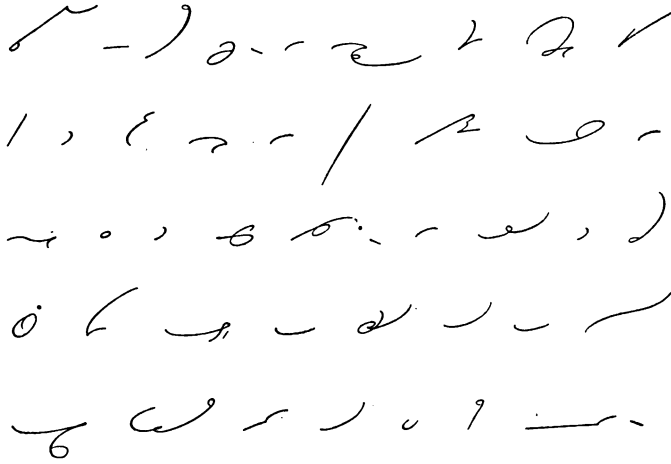
## WORD-SIGNS AND PHRASES

| | | | | | |
|---|---|---|---|---|---|
| and, end |  | assist |  | date, did |  |
| hand |  | attention |  | definite |  |
| agent |  | between |  | devote |  |

| | | | | | |
|---|---|---|---|---|---|
| differ-ent/ence |  | society |  | and I am |  |
| difficult-y |  | time |  | at hand |  |
| duty |  | to-morrow |  | all my time |  |
| endure |  | want |  | at that time |  |
| exist-ence |  | went |  | for the time |  |
| gentlemen |  | in time |  | your attention |  |
| Messrs. |  | and there |  | kind attention |  |
| says, system |  | and there is |  | every attention |  |
| season |  | and am |  | my attention |  |

## READING EXERCISE





## WRITING EXERCISE

1. The society asks for different working conditions and a minimum wage law.

2. The memoirs of-this famous man read like a romance; such a book will-be an inspiration to-me.

3. Andrew Temple will study printing and book binding in the evening classes at the Manhattan Academy.

4. Your-letter reached me, but I-have had no time to-make the definite reply demanded.

5. That you-are in business means that you-are doing something for-which mankind is willing to-give you money.

6. We-can-not grant the extension of-time you-wish, and if-the money does-not reach us by-the date mentioned, we-shall draw on-you through our bank.

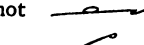
7. The auditor who was sent to examine the books for-the season had to devote a month to-the work.

# EIGHTH LESSON

## Rules for Expressing R

**55.** The circle or loop is written with a reverse movement to express R:

(a) Before or after straight lines, or between two straight lines in the same direction.

| *Before* | | *After* | | *Between* | |
|---|---|---|---|---|---|
| art |  | tar |  | tart |  |
| arm |  | mar |  | marmot |  |
| harsh |  | share |  | tardy |  |

(b) Between a horizontal and an upward character.

| mart | cart | lard | garden |
|---|---|---|---|
|  |  |  |  |

(c) Between a downward character and T, D, N, M.

| pert | barn | chart | farm |
|---|---|---|---|
|  |  |  |  |

Note: As there is a tendency in rapid writing to curve a straight line when it is followed by a circle, the distinctive method of joining the circle when reversed after Ch, J, illustrated in *chart* (compare with *pert*), is adopted to prevent any possibility of misreading.

(d) Between SH, CH, J, and L.

churl Charles charlatan Jarley



**56.** By changing the form of the reversed circle to a *loop* at the end of a straight line, the letter S is added.

dares manners stars tires



readers preachers cheers ledgers



**57.** Before straight lines S in *ser*, *cer*, *sar*, and Th in *ther*, *thir*, may be written contrary to the usual method of joining to express R.

sermon assert serge sardine



concern concert exert insèrt



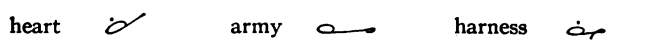
desert third thirty Thermos



---

## GENERAL EXERCISE

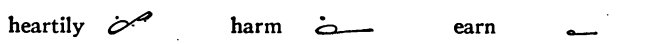
heart army harness



hearty hard Armenia



heartily harm earn



yearn
yard
Yarmouth
harmony
Armada
arch
hermit
hurt*
urge*
near
mere
jeer
dear
domineer
anger
tire
attire
dart
mutter

oyster
barter
dirty
Tartar
tender
cashier
mermaid
murmur
murder
martyr
marten
girder
alert
billiard
Hilliard
poniard
card
carter
cartridge

guarantee
courtesy
Hibbard
pardon
bird
burden
spared
shepherd
shirt
charter
journey
sojourn
adjourn
Germany
Charlotte
hammers
farmers
soldiers
surname

*It is generally more facile to use the circle for the obscure vowel sound heard in *ur*.

**58.** The letter R is omitted without reversing:

(a) In many words containing *ar, er:*

| | | | | | |
|---|---|---|---|---|---|
| starch |  | cargo |  | perverse |  |
| large |  | clergy |  | perversity |  |
| margin |  | certain |  | learn |  |
| alarm |  | serve |  | term |  |
| tarnish |  | surface |  | turn |  |
| argue |  | surprise |  | lantern |  |
| starvation |  | surplus |  | northern |  |
| gargle |  | traverse |  | southern |  |

(b) In many words containing *or:*

| | | | |
|---|---|---|---|
| ordain | ornate | sort | retort |
|  |  |  | |
| extort | indorse | border | absorb |
|  |  |  | |

(c) In words beginning with *war, wor:*

| | | | |
|---|---|---|---|
| war | warn | ward | worse |
|  |  |  | |

**59.** The reversing principle is used to express L in the following words:

till, tell deal mail mile



smile still style detail



NOTE: The plural of these words is expressed by a reversed *loop* — see Par. 56.

deals malls styles details



## WORD-SIGNS

certificate merchandise particular

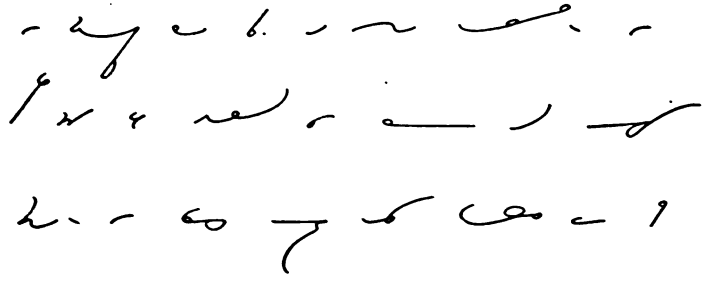
determine order territory

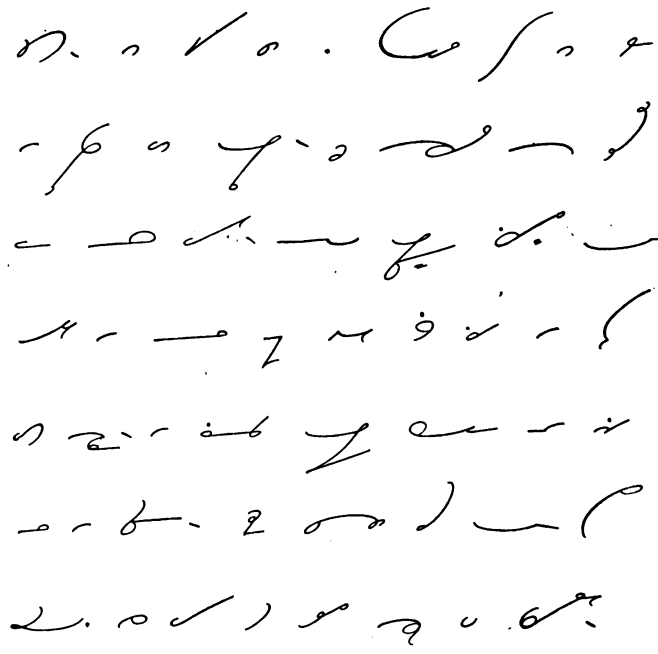
firm organize-organization trust

first question until

merchant refer-ence word

## READING EXERCISE





## WRITING EXERCISE

1. The poems of Robert Burns portray his love for mankind, as shown in-the line "A man's a man for all that."

2. We-can-not fill your first order until we-have heard from-your references.

3. In-the northern territory this organization sells only to certain firms, but in-the southern cities it does a large mail order business.

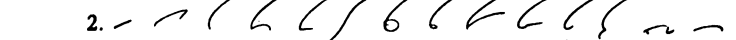
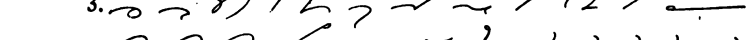
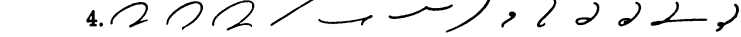
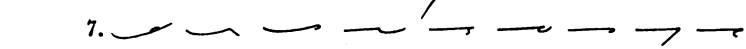
4. The firm in-question deals in hardware and sells all styles of churns, hammers and other tools to-the farmers in-this and bordering counties.

# NINTH LESSON

### WORD-SIGNS

**60.** The forms on this page should be transcribed without referring to the key. Afterwards the student should compare his transcript with the key, and make corrections.

### REVIEW EXERCISE ON WORD-SIGNS

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 
11. 
12. 

## KEY TO REVIEW EXERCISE ON WORD-SIGNS

**61.** The student should test his knowledge of the word-signs by writing the following words in shorthand, afterwards comparing the forms he has written with those given on the opposite page. In doing this it is a good plan to place a ring around any word incorrectly written, and afterwards write several lines of the correct form.

1. a-an, about, above, after, agent, all, allow, am-more, and-end, any, are-our, ask, assist.
2. at-it, attention, be-but-by, become-book, been-bound, before-behalf, behind, belief-believe, between, beyond, body, business, call, can.
3. care, cause-because, certificate, change-which, check, company-keep, could, course, date-did, definite, desire, determine.
4. devote, differ-ent-ence, difficult-y, duty, else-list, endure, ever-y, exist-ence, fall-follow, far-favor, find, firm, first.
5. for, form-from, friend-ly, full-y, gave, gentlemen, give-n, glad, go-good, great, hand.
6. have, he, how-out, I, in-not, inclose, instant-instance, is-his, judge, kind, let-letter, light, like.
7. little, long, look, market-Mr., Messrs., most, move, much, must.
8. name, new, next, of, one, order, organize-organization, other, particular, please, point-appoint, public-publish, put.
9. question, real-regard, receive, refer-ence, reply, represent, right-write, says-system, season, shall-ship, should, side, society, some.
10. soon, speak-speech, state, such, sure-ly, teach, territory, than-then, that, the, their-there, them, they, thing-think, this, those.
11. time, told, to-morrow, trust, until, upon, use, usual-ly-wish, very, want, was, week, well-will, went.
12. were, what, when, where, while, why, wife, wire, word, work, world, would, yes, you-your.

## List of Additional Word-Signs

**62.** Many of these words are written in accordance with rules given at a later stage of the study, but are presented now so that the student may begin dictation on connected matter. As these words are of frequent occurrence, the forms should be diligently practiced, in order to gain facility in writing them.

| | | | |
|---|---|---|---|
| accept-ance |  | bring |  |
| accord |  | capital |  |
| accordance |  | car, correct |  |
| acknowledge |  | carry |  |
| acquaint-ance |  | character |  |
| advantage |  | charge |  |
| advertise |  | clear-ly |  |
| again |  | clerk |  |
| agree |  | collect |  |
| always |  | consider-ation |  |
| arrange-ment |  | copy |  |
| avoid |  | corporation |  |
| beauty |  | correspond-ence |  |
| better |  | cover |  |
| bill |  | credit |  |

custom 

deliver 

direct 

dollar 

draft 

duplicate 

during, Dr. 

educate 

effect 

either 

enough 

experience 

fault (see *fall*) 

future 

God 

gone 

got 

govern-ment 

house 

immediate-ly 

import-$^{\text{ant}}_{\text{ance}}$ 

improve-ment 

industry 

influence 

insur-$^{\text{e}}_{\text{ance}}$ 

invoice 

jury 

mortgage 

never 

newspaper 

object 

oblige 

occasion 

occup-$^{\text{y}}_{\text{ation}}$ 

office 

official 

opinion 

part 

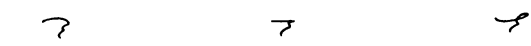
princip-$^{\text{al}}_{\text{le}}$ 

publication 

| | | | |
|---|---|---|---|
| pupil |  | spirit |  |
| quality |  | stand |  |
| quantity |  | stock |  |
| railroad |  | strange |  |
| railway |  | strong, strength |  |
| recent |  | suggest-ion |  |
| record |  | thank |  |
| regret |  | thorough-ly, three |  |
| remark |  | throughout |  |
| remit-tance |  | truth |  |
| report |  | typewriter |  |
| respect-ful-ly |  | value |  |
| return |  | vowel |  |
| satis-$^{fy}_{factory}$ |  | wealth (see *well*) |  |
| satisfaction |  | with |  |
| send |  | without |  |
| signific-$^{ant}_{ance}$ |  | wonder |  |
| sir |  | yesterday |  |
| small |  | young |  |

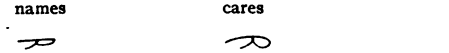
NOTES: (a) The plural of word-signs ending in *S* is formed as follows:

causes instances respects

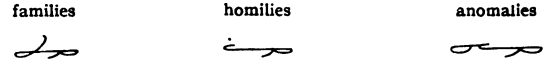


(b) To express the plural of word-signs ending in a circle and of some words ending in a loop, a slight change is made in the manner of joining S.

names cares carries

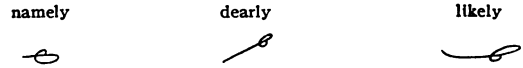


families homilies anomalies



(c) After a circle vowel, *ly* is written outside the preceding consonant, thus:

namely dearly likely

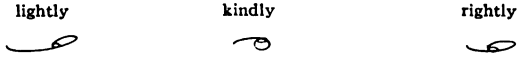


daily nearly merely

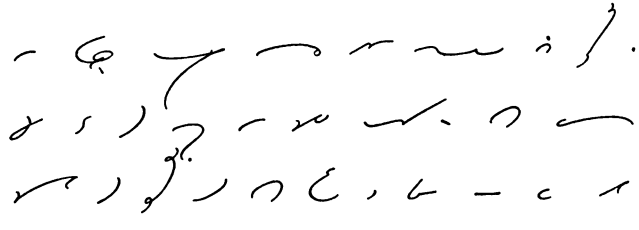


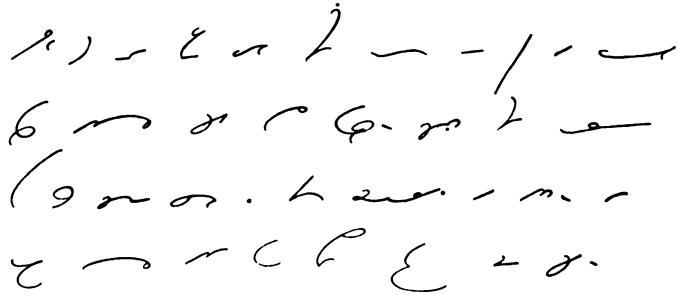
(d) *Ly* is added to words ending in the diphthong *i* by the double circle.

lightly kindly rightly



## READING EXERCISE





## WRITING EXERCISE

1. The government will insure the goods against loss.

2. Your acceptance of our order is in accordance with the arrangement, a copy of which I gave to your clerk.

3. His long experience in writing advertising copy will be an advantage to the new official in his work with the insurance corporation.

4. Quality is more important than quantity. Your motto should be "Not how much, but how well."

5. The charge of the judge will oblige the jury to consider the character and occupation of the victim.

6. The agent reports that he could not send the book yesterday but that he will deliver it to-morrow without fail.

7. The typewriter is of great value in the business office. In truth it is difficult to do business without one.

8. He says that most of his pupils wish to take the full course and that he is planning the organization of a new class at the beginning of next month.

9. We suggest that the society arrange to take some action on this report and that such action be made a part of the record.

10. Please send a check with your next order or we cannot accord it immediate attention.

11. The report of this season's business is thoroughly satisfactory.

12. The object of this publication is to place before the public the truth about the recent report on the railway stock.

# TENTH LESSON

## COMPOUND WORDS

**63.** A number of compounds may be obtained by joining simple word-signs, as illustrated in the second lesson by the word "before." The following words are formed on the same principle:

any:

be:

ever-y:

here:

there:

where:

soever:

some:

with:

NOTE: Slight modifications or omissions are made in the forms for *anywhere, anyhow, hereinafter, herewith, however, sometime,* and *somewhere.* These should receive special attention. The form for *notwithstanding* is *not-with-s.*

## MISCELLANEOUS COMPOUNDS

nobody  nevertheless  otherwise 

meanwhile  standpoint  thanksgiving 

### KEY TO COMPOUND WORDS

*any:* anybody, anyone, anywhere, anyhow.

*be:* before, beforehand, behindhand, belong, beside.

*ever-y:* whatever, whenever, whichever, however, whoever, everybody, everyone, everywhere.

*here:* hereafter, herein, hereinafter, hereinbefore, hereon, hereto, heretofore, hereunto, herewith.

*there:* thereafter, therein, therefore, therefrom, thereon, thereto, thereupon, therewith.

*where:* whereabouts, whereas, wherever, wherefore, wherein, whereof, whereon, elsewhere.

*soever:* whatsoever, wheresoever, whensoever, whosoever, whomsoever.

*some:* somebody, somehow, someone, sometime, somewhat, somewhere.

*with:* within, withstand, forthwith, notwithstanding.

## DERIVATIVES, ETC.

**64.** After abbreviated words and words ending in a reversed circle, a short dash struck upward is used to express the past tense; the disjoined *r* expresses the terminations *er*, *or*, and the disjoined *ri*, expresses *ary*, *ory*.

| | | |
|---|---|---|
| wanted | director | caller |
| experienced | directory | customary |
| dearer | nearer | murderer |

NOTE: When the forms are distinctive, *er, or, ary, ory,* may be joined, as in *greater, boundary, receiver, stronger, writer, reporter.*

**65.** When a word-sign ends with the *last consonant of the word,* the reversing principle may be used to express *er* after straight lines.

| sooner | longer | firmer | teacher |
|---|---|---|---|

**66.** The word-signs *after* (*af*) and *out* (*ow*) may be used as prefix forms.

| aftertimes | afternoon | outstanding | outside |
|---|---|---|---|

---

## GENERAL EXERCISE

| | | |
|---|---|---|
| cared | collected | creditor |
| favored | corrected | fuller |
| returned | insured | giver |
| believed | insurer | kinder |
| caused | advertiser | recorder |
| inclosed | clearer | speaker |

sender  thinker  afterglow 

shipper  worker  outgoing 

publisher  afterthought  outfit 

## THE ABBREVIATING PRINCIPLE

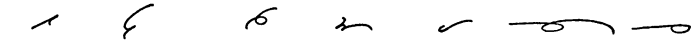
**67.** Many long words may be abbreviated by dropping the terminations. It would be a waste of time and effort to write more of a word than is necessary to suggest it when transcribing. This principle is already familiar in longhand, as *Rev.* for *Reverend*, *ans.* for *answer*, *Jan.* for *January*, *Phila.* for *Philadelphia*, etc.

The extent to which the principle may be applied depends upon the familiarity of the writer with the words and subject matter. Every writer can apply it easily and naturally to familiar words, and adapt it to the special requirements of the line of work in which he may be engaged.

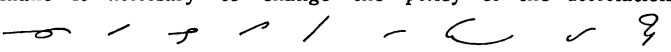
The words given in this lesson are among the most common and useful illustrations of the application of this principle. When these have been studied, it will be easy to apply the principle in general practice. Many of the words given in subsequent lessons are abbreviated in this way. It is important to bear in mind that all the words so abbreviated will usually occur in sentences. For instance in the sentence "He was received with great enthusiasm," it would be sufficient to write *enthus* for *enthusiasm;* and the same form might be used for *enthusiastic* in "He met with a most enthusiastic reception."

## ILLUSTRATION OF ABBREVIATING PRINCIPLE

It is *pos*sible that the *suc*cess of the *mag*azine may



make it *neces*sary to change the *pol*icy of the *assoc*iation



at the next meeting in *Phil*adelphia sometime in *Jan*uary.



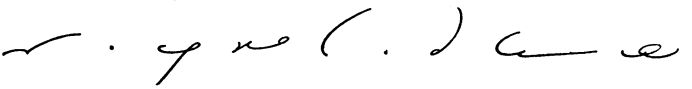
Have you a *memo*randum of their *finan*cial standing?



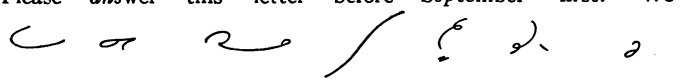
We cannot *canc*el the *bal*ance. The *Feb*ruary *num*ber will



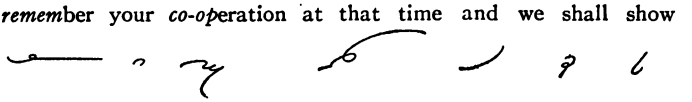
contain an *orig*inal story by a very *promin*ent writer.



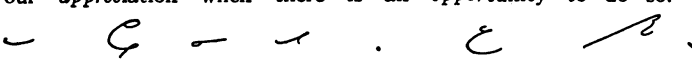
Please *ans*wer this letter before *Sep*tember first. We



*remem*ber your *co-op*eration at that time and we shall show



our *appre*ciation when there is an *oppor*tunity to do so.



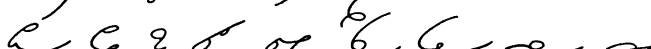
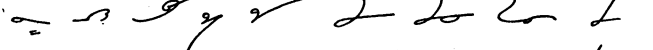
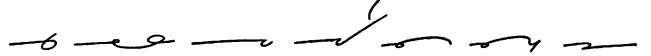
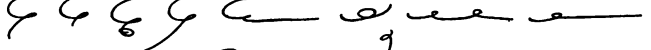
## EXERCISE ON ABBREVIATING PRINCIPLE

The following words are to be written in shorthand, and afterwards compared with the forms given on the opposite page:

1. aband(on), abbrev(iate), abs(ent), abso(lute), accus(tom), alph(abet), ambass(ador), anim(al), anon(ymous), ans(wer).
2. apol(ogize), apprec(iate), assoc(iation), attit(ude), attrib(ute), bal(ance), brill(iant), cal(culate), canc(el).
3. cap(able), Cath(olic), celeb(rate), chil(dren), collat(eral), conseq(uence), co-op(erate), deg(ree).
4. delib(erate), demons(trate), dict(ate), dilap(idate), dilig(ence), dis(count), eloq(uent), emin(ent).
5. Eng(land), enthus(iasm), entit(le), estab(lish), estim(ate), fam(iliar), finan(cial), freq(uent), gen(eral).
6. grat(itude), hund(red), inaug(urate), indic(ate), innoc(ence), invol(ve), irresis(tible), journ(al).
7. knowl(edge), lang(uage), leg(al), leng(th), lib(erty), loc(al), mag(azine).
8. mat(ter), melan(choly), memo(randum), mod(erate), neg(lect), negoti(ate), num(ber).
9. num(erous), obse(rve), obv(ious), oppor(tunity), ordin(ary), orig(inal), pamph(let), pecu(liar), pecun(iary), perman(ent).
10. perpend(icular), pleas(ant), pol(icy), pop(ular), pos(sible), pov(erty), predeces(sor), pref(er), prej(udice), prelim(inary).
11. prep(are), pres(ent), presi(de), priv(ilege), promin(ent), rath(er), relinq(uish), remem(ber).
12. remons(trate), rev(erend), ridic(ulous), scrup(ulous), separ(ate), sev(eral), simil(ar), simul(taneous), singu(lar).
13. splend(id), suc(cess), suf(ficient), synon(ymous), temp(erance), trav(el), unan(imous), un(ion), vul(gar).

## EXERCISE ON ABBREVIATING PRINCIPLE

The following words are to be transcribed without referring to the key on the opposite page until the work has been completed.

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 
11. 
12. 
13. 

**68.** The Abbreviating Principle may be applied to a *short* word when a distinctive outline is secured. Usually this is done after a diphthong or strongly sounded vowel, as illustrated in the word-signs *right-write, find, light, side.* The following are useful examples:

| | | | | | |
|---|---|---|---|---|---|
| bright |  | client |  | trade |  |
| delight |  | private |  | grade |  |
| arrive |  | trial |  | freight |  |
| derive |  | doubt |  | claim |  |
| decide |  | loyal-ty |  | poor |  |
| unite |  | power |  | cure |  |
| strike |  | proud |  | night |  |
| entire |  | thousand |  | to-night |  |

## DAYS AND MONTHS

| | | | | | |
|---|---|---|---|---|---|
| Sunday |  | January |  | August |  |
| Monday |  | February |  | September |  |
| Tuesday |  | March |  | October |  |
| Wednesday |  | April |  | November |  |
| Thursday |  | May |  | December |  |
| Friday |  | June |  | | |
| Saturday |  | July |  | | |

## FIGURES, ETC.

**69.** After numerals the word *dollars* is expressed by *d; hundred* by *n* placed under the numeral; *thousand* by *th; million* by *m* placed on the line close to the numeral; *billion* by *b; pounds* (weight or money) by *p; gallons* by *g; barrels* by *br; bushels* by *bsh; feet* by *f; francs* by *fr; cwt* by *nw; o'clock* by *o* placed over the numeral:

| | | | |
|---|---|---|---|
| $5 |  | £5,000 |  |
| 500 |  | £500,000 |  |
| $500 |  | five gallons |  |
| 5,000 |  | five barrels |  |
| $5,000 |  | five bushels |  |
| 500,000 |  | five feet |  |
| 5,000,000 |  | five cwt. |  |
| $5,000,000 |  | five o'clock |  |
| 5 lbs. (or £5) |  | 500 feet |  |
| 500 lbs. (or £500) |  | five francs |  |

**70.** These signs may be used after the article *a* and such words as *per, few, several:*

| | | | |
|---|---|---|---|
| a dollar |  | few thousand dollars |  |
| a thousand dollars |  | a pound |  |

a hundred thousand 

several hundred 

several hundred dollars 

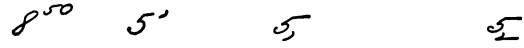
per hundred 

a million 

a gallon 

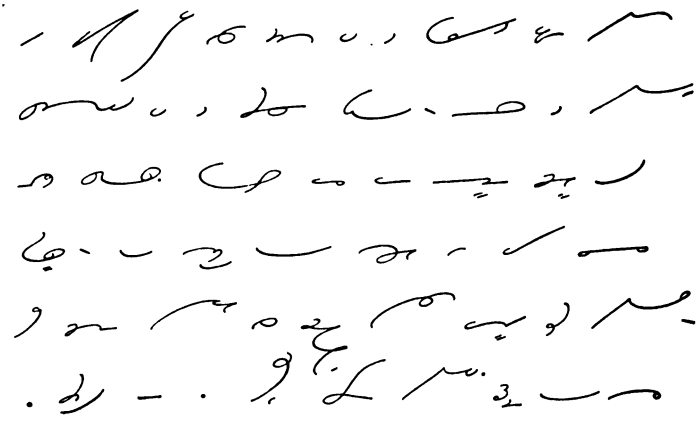
**71.** *Cents* when preceded by dollars may be expressed by writing the figures representing them very small and above the numerals for the dollars; when not preceded by dollars the sign for *s* is placed above the figures. *Per cent* is expressed by *s* written below the figures; *per cent per annum* by adding *n* to per cent.

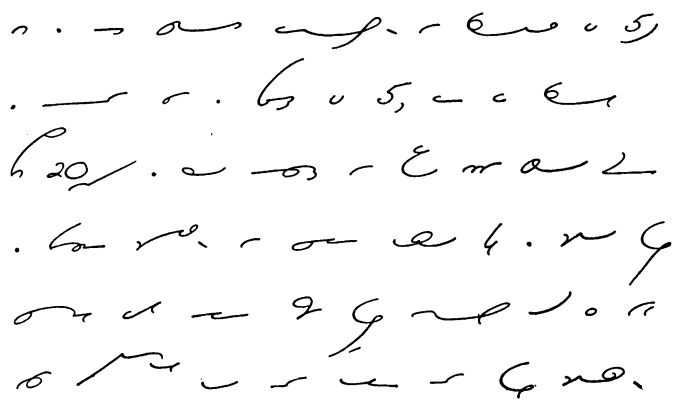
\$8.50 five cents five per cent five per cent per annum



---

## READING EXERCISE





## WRITING EXERCISE

1. Elsewhere in this issue you will find a notice which should be read by everyone who desires general knowledge about the legal rights of women in the different states in the union.

2. He advertised in the afternoon papers for an experienced collector and by 10 o'clock that night hundred replies were received.

3. The eloquent speaker was greeted with enthusiastic applause which indicated that his views were popular.

4. If the quality of this merchandise is not as represented you may return the goods to us and we will give you credit for them, but we cannot possibly allow you any discount on the balance.

5. The creditor will not relinquish the claim which his first mortgage gives him, and therefore we cannot sell the entire stock at auction as the other creditors suggested.

6. We allow a discount of 5% on cash sales.

7. Some customers take advantage of this even when they find it necessary to borrow the money for that purpose.

# ELEVENTH LESSON

## PHRASE-WRITING

**72.** The student should cultivate the practice of joining small words, for without it great proficiency can never be attained. All the common phrases consisting of two or three words should be written with the same facility as an ordinary word-form, but nothing is gained by straining after special forms for uncommon phrases, or where the outline requires more than five efforts of the pen. While experience must ever be the supreme teacher in phrase-writing, the following suggestions will be useful.

(*a*) At the outset short and common words only should be joined.

(*b*) The words should make good sense if standing alone, as *I am glad.*

(*c*) The outlines for the words should be capable of being easily joined.

(*d*) Phrases that carry the hand away from the line of writing should be avoided; in other words, the writer should aim at onward movement.

(*e*) Pronouns are generally joined to the words they precede, as *I am, I shall, you can, we have.*

(*f*) A qualifying word may be joined to the word it qualifies, as *good men.*

(*g*) The prepositions *to, of, in* and *with,* and the conjunction *and*

are generally joined to the words they precede, as *to have, of which, in case, with this, and there.*

(*h*) The auxiliary verbs *should, would, could* are generally joined to the words they precede, as *should be, would be, could be.*

In practicing the phrases given in this manual, the student should keep steadily in mind that they are given as *examples*, and that he is to form his own phrases on similar lines in general practice. He should study the phrases here given with a view of noting not only the nature of the joinings, but also the nature of the words that are joined.

---

## GENERAL EXERCISE

| | | | | | |
|---|---|---|---|---|---|
| it is |  | of our |  | I am |  |
| of the |  | of all |  | I can |  |
| to the |  | we are |  | I have |  |
| to this |  | from the |  | you have |  |
| in the |  | from you |  | I would |  |
| on the |  | which the |  | I will |  |
| of his |  | which is |  | you can |  |
| of their |  | which can |  | you will |  |
| of your |  | that the |  | of which |  |
| is the |  | there is |  | it was |  |
| in our |  | there are |  | in which |  |

| | | | | | |
|---|---|---|---|---|---|
| by the |  | all right |  | in this |  |
| by which |  | there were |  | in these |  |
| to you |  | there will |  | in those |  |
| for the |  | may be |  | in thus |  |
| for this |  | will be |  | I inclose |  |
| with the |  | would be |  | we inclose |  |
| with this |  | at hand |  | in regard |  |

## WORD MODIFICATIONS

Very useful and distinctive phrase-forms are obtained by modifying the forms for certain words.

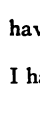
**73.** Before words beginning with a downward character or O, R, L, *to* is expressed by *t*.

| | | | | | |
|---|---|---|---|---|---|
| to be |  | to favor |  | to honor |  |
| to have |  | to please |  | to receive |  |
| to pay |  | to believe |  | to look |  |

**74.** When repeated in a phrase, the word *as* is expressed by *s:*

| | | | | | |
|---|---|---|---|---|---|
| as well as |  | as great as |  | as many as |  |
| as good as |  | as much as |  | as long as |  |

**75.** In phrases *been* is expressed by *b:*

have been  has been  it has been 

I have been  had been  I have not been 

**76.** After *be* or *been* the word *able* is expressed by *a:*

to be able  shall be able 

have been able  has not been able 

would be able  will be able 

should be able  have not been able 

**77.** The following method of expressing *had* after pronouns should be carefully noted:

I had  they had  we had  you had 

**78.** When *do not* is preceded by a pronoun, it is expressed by the sign for *dn.*

I do not  we do not 

you do not  I do not think 

they do not  you do not know 

**79.** *Don't* is distinguished from *do not* by writing *dōn.*

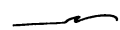
I don't think  you don't know  I don't believe 

**80.** The phrase *was not* may be easily and legibly expressed by writing *wasn't*, that is, by joining *s* to *nt* without an angle. For the same reason, *it is not* is written *it isn't* and *there is not* is written *there isn't*. If the contractions *wasn't, isn't* need to be clearly indicated, an apostrophe is placed over the forms.

it is not  it was not  he was not  it wasn't 

**81.** The words *ago, early, few, him, hope, sorry, want,* are modified as shown in the following phrase-forms:

weeks *ago* 

months ago 

years ago 

at an *early* date 

at an early day 

early reply 

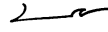
*few* days 

few days ago 

few months 

few months ago 

few minutes 

few minutes ago 

to *him* 

I told him 

we told him 

I *hope* 

we hope 

I am *sorry* 

we are sorry 

I *want* 

you want 

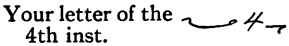
we want 

if you want 

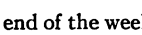
do you want 

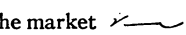
## OMISSION OF WORDS

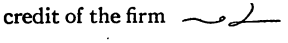
**82.** The phrase *of the* may be omitted and its omission implied by writing the words it connects close together.

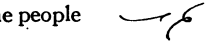
Your letter of the 4th inst. 

time of the day 

end of the week 

state of the market 

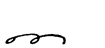
credit of the firm 

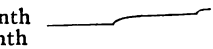
list of the people 

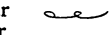
**83.** The words *from* and *to* are omitted in such phrases as *from time to time.*

from time to time 

from day to day 

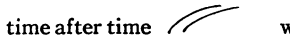
from week to week 

from month to month 

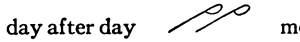
from year to year 

from season to season 

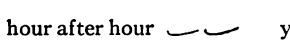
**84.** The word *after* is omitted in such phrases as *day after day*, but the words are not joined.

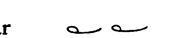
time after time 

week after week 

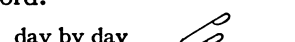
day after day 

month after month 

hour after hour 

year after year 

**85.** The word *by* is omitted in such phrases as *day by day*, the last word being written a little below the first word.

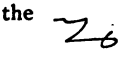
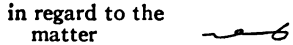
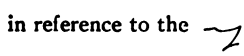
day by day 

line by line 

week by week 

little by little 

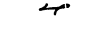
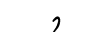
**86.** The word *to* is omitted after the words *able, according, glad, like, order, please, reference, regard, regret, relative, respect, wish.*

| | | | |
|---|---|---|---|
| able to say |  | in reference to the matter |  |
| in respect to the |  | glad to see |  |
| in regard to the matter |  | I regret to say |  |
| in reference to the |  | wish to say |  |

**87.** Any unimportant word may be omitted where the grammatical construction of the sentence would compel its restoration when transcribing.

| | | | |
|---|---|---|---|
| in the world |  | some of them |  |
| here and there |  | week or two |  |
| more and more |  | son-in-law |  |

## GENERAL EXERCISE

| | | | |
|---|---|---|---|
| *to* see |  | *as* near *as* |  |
| to ship |  | as low as |  |
| to which |  | as soon as |  |
| to reach |  | you have *been* |  |
| to like |  | there has been |  |
| to represent |  | what has been |  |
| to sell |  | had been *able* |  |

will not be able

have you not been able

*I had* been

they had been

I *do not* see

I do not know

we do not know

I do not like

I *don't* see

there *was not*

days *ago*

ten days ago

for a *few* days

I *hope* to hear

I am *sorry* to say

if you *want* any

particulars *of the* work

cheer *after* cheer

side *by* side

on the question

day or two

in a day or two

in reply to your

ought to receive

out of the question

in a week or two

to-day or to-morrow

some of those

by the way

hand in hand

that is to say

system of government

form of government

one of our

one or two

one of the best

ought to be

ought to have

more or less

one of the most

## SPECIAL BUSINESS PHRASES

(See Also Page 37)

Dear Sirs 

Dear Mr. 

My dear Sir 

Yours sincerely 

Yours very sincerely 

Very sincerely 

Very sincerely yours 

Sincerely yours 

Very respectfully 

Cordially yours 

Very cordially yours 

I am in receipt 

We are in receipt 

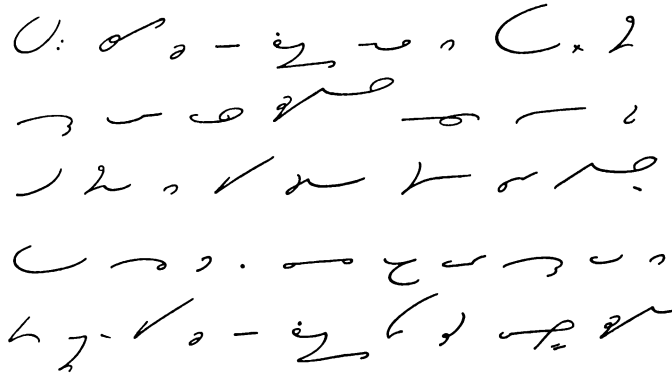
I am in receipt of your favor 

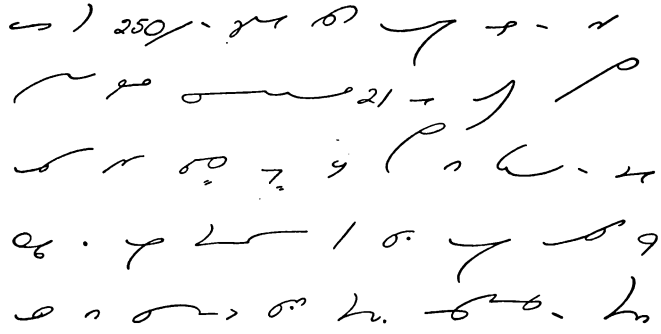
We are in receipt of your favor 

I am in receipt of your letter 

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## READING EXERCISE





## WRITING EXERCISE

**1**

Dear Madam:

We learn from your letter of May 10 that you are returning the books which we sent you a few months ago. You will be credited with these books when they reach us and the charge for them will be canceled. We are glad to know that you appreciate our courtesy in accepting their return. When you need anything more in our line, you will find us ever ready to serve you.

Very sincerely yours, (77)

**2**

Dear Sir:

We have your recent letter asking us to take advertising space in your newspaper. Our advertising plans for the next few months will not allow us to take any more newspaper space at this time. If you will bring this matter to our attention again in about three months, we may be able to arrange for a full page in the holiday issue to which you refer.

Very cordially yours, (72)

149

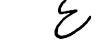
# TWELFTH LESSON

## OMISSION OF VOWELS

**88.** When two vowels not forming a pure diphthong come together, the minor or unaccented vowel may be omitted, and for convenience in writing many words the circle may be omitted in the diphthong *u*.

| deity | ratio | royal | radius |
|---|---|---|---|
|  |  |  |  |
| **due** | **tune** | **music** | **continue** |
|  |  |  |  |

**89.** In the body of a word short *u* and *ow* are omitted before *n*, *m*, *ng*, *nk*, *nt*, *nd*.

| run | come | sun | round |
|---|---|---|---|
|  |  |  |  |
| **found** | **rung** | **sunk** | **pungent** |
|  |  |  |  |

NOTES: (a) The short *u* is not omitted when it occurs between two horizontal straight strokes, as in *nun*, *numb*.

(b) The omission of *ow* between two horizontal straight strokes is indicated by the "jog" or broken line, as in *renown*, *announce*.

**90.** The vowel is omitted in the prefixes *be*, *de*, *re*, *dis*, *mis*.

beneath depend revise distance



misgivings begun debar disease



NOTES: (a) The vowel is retained when *de* precedes K, G, as in *decay, degrade.*
(b) The vowel is retained when *re* precedes the forward characters, K, G, R, L, N, M, T, D, as in *recast, regain, rewrite, relate, renown, remiss, retail, redound.*

**91.** The vowel is omitted in *per*, *pur*, *pro*, and in the termination *age*.

permit pursuit profound profess



manage message cartage bondage



NOTE: When *pro* occurs before an upward character or *K* — as in *protest, procrastinate*— it is more convenient to insert the vowel; when *per* occurs before an upward character — as in *perturb, pertain, perdition* — the reversing principle expresses R.

**92.** The vowels *ŭ*, *o͞o* are omitted after R or L when followed by Sh, Ch, J.

rush flush solution drudge



**93.** The vowel is omitted in the terminations *tition, tation, dition, dation, nition, nation, mission, mation.*

repetition addition ignition omission



station gradation stagnation formation



---

## General Principles

**94.** While the omission of vowels in general is left to a very large extent to the judgment of the writer, the following suggestions will be of assistance:

(*a*) A vowel is often omitted between two reverse curves.

maker struck skill scarce



attract eager secure across



(*b*) A hook vowel is often omitted between T, D, R, L, and P, B.

stop drop Dublin adoption



(*c*) A circle vowel is often omitted between P, B, and a horizontal or upward character.

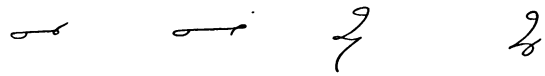
pity rapid open bad



## OMISSION OF CONSONANTS

**95.** D is omitted when it immediately precedes M or V.

admit administer adverb advocate



NOTE: In the words *admire, advise, advance,* coming under this rule, the initial vowel may be omitted. This enables the writer to form such useful phrases as *I admire, we admire, to advise, I advise, we advise, to advance, in advance.*

**96.** When slightly enunciated, T or D is omitted at the end of a word.

fact best detect mind



defect insist resist desist

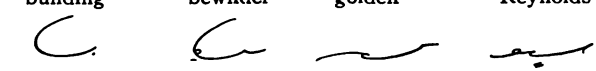


**97.** The combination *ld* is expressed by raising the end of L.

old field killed Arnold



building bewilder golden Reynolds



## General Exercise

arduous
genius
genuine
astute
musician
virtue
theory
museum
harmonious
ceremonious
fun
lunch
column
front
brown
drown
sound
surround
foundry

astound
redound
mountainous
surmount
renounce
announce
legion
rejoice
review
repent
respond
replace
reside
resort
resource
begrudge
bequeath
betray
beseech

deserve
debase
debate
decision
discharge
disarm
discern
distort
discard
misprint
misquote
misguide
perhaps
permission
promotion
prolong
propel
provide
proper

sausage
dotage
passage
damage
baggage
package
average
crush
blush
resolution
dissolution
visitation
citation
dictation
agitation
ostentation
hesitation
recitation
imitation
edition

tradition
foundation
ammunition
fascination
nomination
assassination
determination
domination
animation
estimation
occur
currency
sugar
career
massacre
equal
accuracy
carbon
augur
epithet

pithy
apathy
carpet
homeopathy
happen
facile
normal
formal
vernal
mental
dental
mortal
actual
mutual
habitual
perpetual
amateur
torture
picture
creature

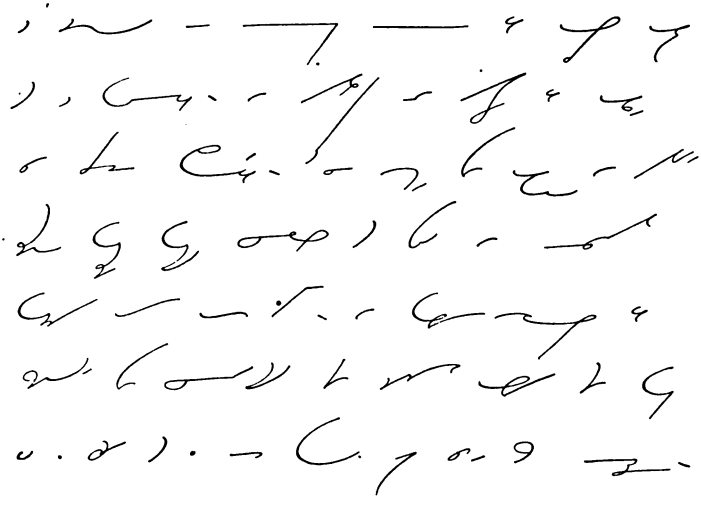
| | | | | | |
|---|---|---|---|---|---|
| feature |  | extenuation |  | evident |  |
| venture |  | attest |  | exact |  |
| event |  | attestation |  | contact |  |
| eventual |  | detest |  | consist |  |
| adventure |  | detestation |  | persist |  |
| failure |  | past |  | demand |  |
| error |  | hardest |  | bold |  |
| serious |  | deduct |  | child |  |
| previous |  | resident |  | Leopold |  |
| tuition |  | president |  | folder |  |

**98.** The following words coming under the rules given in this lesson are also useful illustrations of the Abbreviating Principle.

| | | | | | |
|---|---|---|---|---|---|
| benefit |  | disturb |  | probable |  |
| discuss |  | manufacture |  | progress |  |
| distinct |  | misfortune |  | punctual |  |
| distinguish |  | mistake |  | purchase |  |
| disagree-ment |  | perfect |  | purpose |  |
| disappoint-ment |  | person-al |  | respons-ible |  |

NOTE: In *disagree*, *disappoint* and their derivatives, it is found convenient to write *d* for *dis*.

## READING EXERCISE



## WRITING EXERCISE

1. The theory was advanced that a solution of the bewildering mystery could be found only by following up every clue.
2. A special meeting was announced for the purpose of discussing the formation of a society for the benefit of the metal workers in the foundry.
3. Much damage was done to the baggage through rough handling and one package was entirely crushed.
4. Silence about the details of your office work is a virtue. The repetition of an innocent remark has often caused the failure of an important business deal.
5. The manager soon found there were profound misgivings about the outcome of the expedition.

# THIRTEENTH LESSON

## JOINED PREFIXES

**99.** Most of the joined prefixes are already familiar to the student. They are repeated at this time for the purpose of furnishing sufficient practice to eliminate hesitation in using them in actual work.

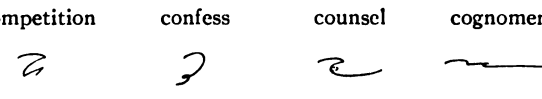
**100. Al,** expressed by *aw*; and **Ul,** by *u*.

almost also ultimo (ult.) ulcer



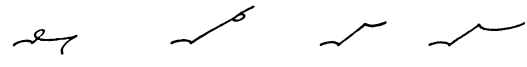
**101. Com, Con, Coun, Cog,** expressed by *k*.

competition confess counsel cognomen



NOTES: (a) Before *t* or *d* the prefix form may express *can*.

cantaloupe candidate candor candle



(b) When Com or Con is followed by a vowel or by *r* or *l*, write *km* for *com* and *kn* for *con*.

comedy comrade conic Conroy



**102. Em, Im,** expressed by *m*; and **En, In, Un,** by *n*.

embers imprint enjoin unjust



**103.** (*a*) The prefix forms for *em, im, en, in, un* are used only when a consonant follows the prefix. When a vowel follows *em, im, en, in, un,* the initial vowel is written.

emit innate inner inept



enact unequal imagine inaccessible



(*b*) Negative words beginning with *im, un* are distinguished from the positive forms by the insertion of the initial vowel.

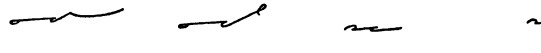
**Positive**

mortal modest known necessary



**Negative**

immortal immodest unknown unnecessary



**104. Ex,** expressed by *es*; **Aux** and **Ox,** by *os*.

exceed expel auxiliary oxygen



## 105. For, Fore, Fur, expressed by *f*.

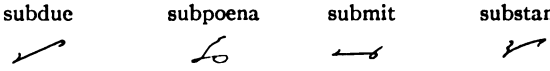
forgive foresight furnish forearm



NOTE: When For or Fore is followed by a vowel, disjoin *f* and write the next character close to it, as in *forearm*. When *For* or *Fore* is followed by *r* or *l*, form an angle after *f*, as in *forerunner*, *furlong*, page 92.

## 106. Sub, expressed by *s*.

subdue subpoena submit substance



NOTES: (a) Before R, L, Ch, J, or a hook, *s* is written contrary to rule to express *sub*.

sublime subjoin subway subordinate



(b) When Sub is followed by a circle vowel, *s* is disjoined and the next character is written close to it.

subeditor subagent subhead subequal



---

## GENERAL EXERCISE

almanac



although



ulterior



ultimate



ultimatum



ulster



compel



common



comprehend



combine

commence

commission

commotion

commutation

comity

comatose

conceit

contest

concur

concussion

conditionally

confirm

consign

confound

consolation

consolidation

consternation

conduce

consummate

convince

convene

consul

conscious

cognate

embrace

emperor

impartial

imperfect

impossible

impulse

impoverish

impression

engine

encourage

ensign

enchant

infirm

invent

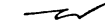
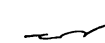
invest

investigate

| | | | |
|---|---|---|---|
| unkind |  | fortune |  |
| uncouth |  | forsake |  |
| unlearned |  | foreground |  |
| emerge |  | forerunner |  |
| emotion |  | furlong |  |
| inhabit |  | forenoon |  |
| immersion |  | furnace |  |
| inaction |  | further |  |
| uneasy |  | furthermore |  |
| unnoticed |  | furthermost |  |
| expert |  | furtive |  |
| excess |  | furniture |  |
| exaggerate |  | forehead |  |
| excite |  | foreordain |  |
| excursion |  | subside |  |
| exhaust |  | subsequent |  |
| explosion |  | sublease |  |
| exhibit |  | suburb |  |
| oxalic |  | subsist |  |
| oxidize |  | subacid |  |

## COMPOUND JOINED PREFIXES

**107.** Two or more simple prefixes may be joined to form compounds. A few compounds may be formed by joining *re*, *dis*, *mis*, or *non* to the prefix forms:

| | | | |
|---|---|---|---|
| incontestable |  | inexpedient* |  |
| unconquerable |  | inexplicable* |  |
| unaccounted* |  | excommunicate |  |
| incognito |  | inconvenient |  |
| incandescent |  | inconsistent |  |
| unimpaired* |  | disconcert |  |
| uninitiated* |  | discontinue |  |
| inexpensive* |  | preconcerted |  |
| insubordinate |  | misconduct |  |
| inform |  | recompense |  |
| conform |  | reconcile |  |
| comfort |  | recognize |  |
| unfortunate |  | recommend |  |
| unforeseen |  | noncontent |  |
| encompass |  | subconscious |  |

*The initial vowel is not required because the word begins with a compound prefix.

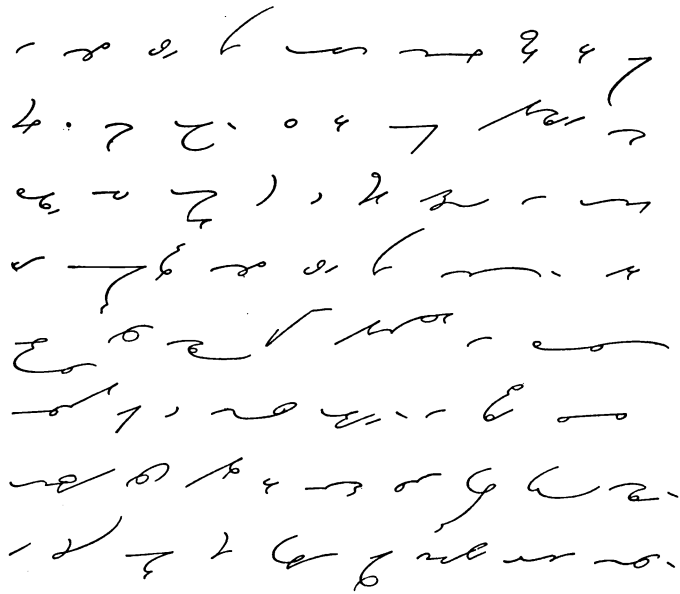
## PREFIXAL ABBREVIATIONS

**108.** The following are useful abbreviations under rules given in this and in previous lessons:

| | | | |
|---|---|---|---|
| accomplish |  | economy |  |
| afford |  | effort |  |
| already |  | enable* |  |
| altogether |  | unable* | |
| command |  | energy |  |
| commerce |  | excel-$^{\text{lent}}_{\text{lence}}$ |  |
| commercial |  | except |  |
| committee |  | exchange |  |
| communicat-$^{\text{e}}_{\text{ion}}$ |  | exercise |  |
| compare |  | expect |  |
| complete |  | explain |  |
| conclude |  | express |  |
| conclusion |  | force |  |
| confiden-$^{\text{t}}_{\text{ce}}$ |  | indeed |  |
| congress |  | independen-$^{\text{t}}_{\text{ce}}$ |  |
| connect |  | individual |  |
| country |  | subject |  |

*See suffix *able*, page 109.

## READING EXERCISE



## WRITING EXERCISE

1. "The world will little know nor long remember what we say here, but it can never forget what they did here."

2. It needs no prophet to tell us that those who live up to their means without any thought of a reverse in life can never attain pecuniary independence.

3. To the cost of manufacturing and shipping add the profit of the manufacturer and that of the shipper—these items make up the price paid by the ultimate purchaser.

# FOURTEENTH LESSON

## THE TR PRINCIPLE

**109.** Certain prefixes or letters are disjoined to express *tr* and a following vowel. The prefix is placed above the line and very close to the remainder of the word, which rests on the line of writing.

| | | | | | |
|---|---|---|---|---|---|
| **Contr-** (or *counter*) |  | contract |  | counteract |  |
| **Constr-** |  | construct |  | constraint |  |
| **Extr-** **Excl-** (or *exter*) |  | extract |  | exclamation |  |
| **Intr-** (or *inter, enter, intel*) |  | intricate |  | intellect |  |
| **Instr-** |  | instruct |  | instrument |  |
| **Retr-** |  | retract |  | retrograde |  |
| **Restr-** |  | restrict |  | restraint |  |
| **Detr-** |  | detract |  | detriment |  |
| **Distr-** |  | distract |  | distribute |  |
| **Electr-** (or *electric*) |  | electric |  | electric car |  |
| **Alter** |  | altercate |  | alternative |  |
| **Ultra** |  | ultra-violet |  | ultramarine |  |

| | | | |
|---|---|---|---|
| **Centr-** | central | centralize | |
| **Later** | lateral | latter-day | |
| **Letter, Liter** | literary | literal | |
| **Matr-** (or *mater*) | matrimony | material | |
| **Metr-** | metric | metropolis | |
| **Nitr-** | nitrate | nitrogen | |
| **Nutr-** | neutral | nutrition | |
| **Patr-** (or *pater*) | patriot | paternal | |
| **Petr-** (or *peter*) | petrol | petrify | |
| **Austr-, ostr-** | Australia | ostracism | |

NOTE: This principle may be extended to *abstr-*, etc., *obstr-*, the *s* being omitted:

abstract abstruse obstruct obstreperous

## GENERAL EXERCISE

| | | | |
|---|---|---|---|
| contraction | | contravene | |
| control | | contrivance | |
| contribute | | counterfeit | |
| contradict | | countermand | |
| contraband | | construction | |
| contrary | | extravagant | |
| contrast | | extremely | |

extradition

extraneous

extraordinary

external

exclude

exclusive

internal

interest

introduce

intervene

intelligent

intelligence

entertain

enterprise

international

interpret

intersect

interrupt

interview

instruction

retrieve

retrospect

retraction

retribution

restrain

restriction

deterioration

distraction

distress

distrust

electricity

electrician

electrotype

electric light

alteration

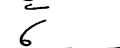
alternation

centrifugal

literature

liturgy

letterpress

| | | | |
|---|---|---|---|
| maternal |  | pattern |  |
| metropolitan |  | patron |  |
| nitric |  | petroleum |  |
| nutriment |  | Austria |  |
| patrician |  | ostrich |  |

## COMPOUND DISJOINED PREFIXES

**110.** Some very useful compounds are obtained by joining simple syllables, such as *un*, *in*, *dis*, *re*, *non*, to disjoined prefixes.

| | | | |
|---|---|---|---|
| uncontradicted |  | unconstrained |  |
| uncontrolled |  | inextricable |  |
| incontrovertible |  | uninteresting |  |
| unrestrained |  | reconstruction |  |
| redistribution |  | misinterpret |  |
| disinterested |  | illiterate |  |
| uninterrupted |  | eccentric |  |
| unintelligent |  | concentration |  |
| unintellectual |  | nonintervention |  |
| indestructible |  | unalterable |  |
| immaterial |  | compatriot |  |

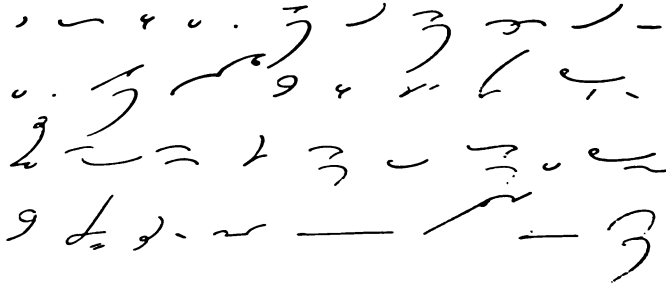
## DERIVATIVES OF WORDS ENDING IN CT

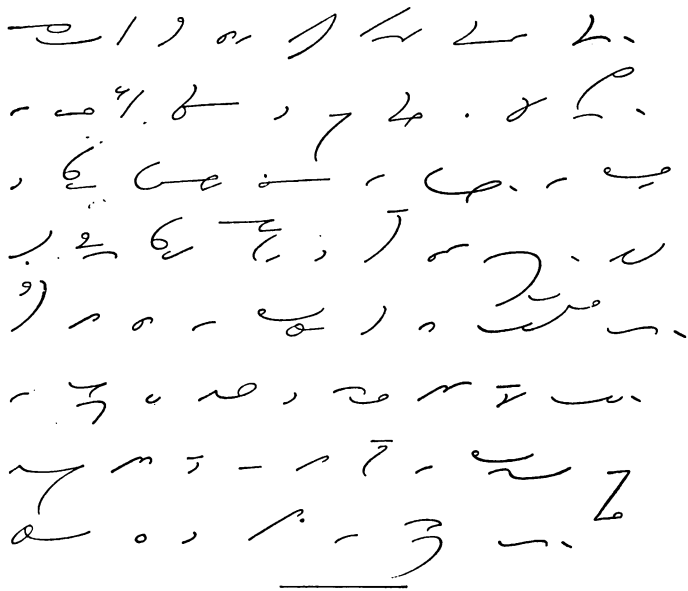
**111.** In forming the derivatives of words ending in *ct*, as *contract*, it is not necessary to disjoin to express *ed*, *or*, *er*, or *ive*. The *t* is omitted in the primitive form (under the rule given in Par. 96), and also its derivatives.

| | | | |
|---|---|---|---|
| contracted |  | restrictive |  |
| contractor |  | unretracted |  |
| contractive |  | detracted |  |
| constructed |  | active |  |
| constructor |  | effected |  |
| constructive |  | effective |  |
| instructed |  | affected |  |
| instructor |  | defective |  |
| instructive |  | detected |  |
| extracted |  | detective |  |

---

## READING EXERCISE





## WRITING EXERCISE

1. The enterprise is international in its appeal and should be of extraordinary interest to the intelligent people of every land.

2. At the close of the interview the president countersigned the order for new electric motors to equip all the high power machines.

3. We do not interpret the contract as permitting our customers to countermand their orders.

4. The international society will not intervene to restrict the working of the new extradition laws.

5. The trust will contribute a fund for the distribution of literature on the interpretation and construction of the laws regarding restraint of trade.

# FIFTEENTH LESSON

## DISJOINED PREFIXES—CONTINUED

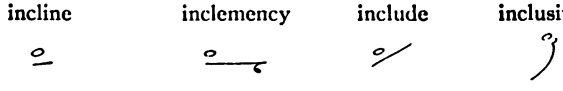
**112. Aggra-e-i,** expressed by loop *a*; and **Anta-e-i,** by circle *a*.

aggravate aggregate antagonist antipathy



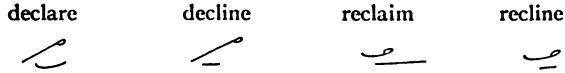
**113. Incli-e-u,** expressed by *ĭ* (small circle).

incline inclemency include inclusive



**114. Decla-i,** expressed by *de*; and **Recla-i,** by *re*.

declare decline reclaim recline



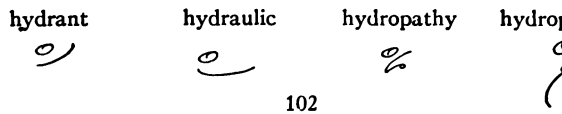
NOTE: On account of the distinctive character of the form, Decla-i may be expressed without disjoining; thus

declare decline declaration declaim



**115. Hydra-o,** expressed by *ĭ* (diphthong ī).

hydrant hydraulic hydropathy hydrophobia



**116. Magna-e-i** (or **Mc**), expressed by *m*; and **Multi,** by *mu*.

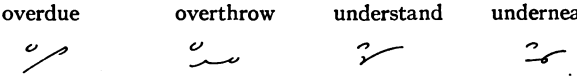
magnanimous magnificent McDonagh multiform



NOTE: When a distinction is required between **Mc** and **Mac,** write the stroke double length for **Mac.**

**117. Over,** expressed by *o*; and **Under,** by *u*.

overdue overthrow understand underneath



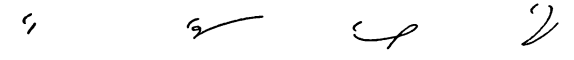
**118. Para,** expressed by *p*; and **Post,** by *p* (on the line, close to the next character).

parasite parallel postman postal



**119. Self, Circu-m,** expressed by *s* (to the left).

selfish self-esteem circulation circumvent



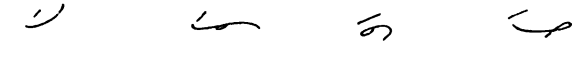
**120. Super, Supre,** expressed by *s* ("comma S").

superlative supreme superficial supervise



**121. Short** or **Ship,** expressed by *sh*; and **Trans,** by *t*.

shorthand shipwreck transaction translation



**122. Suspi, Suspe, Suscep,** expressed by *ses.*

| suspicion | suspense | susceptible | suspect |
|---|---|---|---|
|  |  |  |  |

## GENERAL EXERCISE

| | | | |
|---|---|---|---|
| aggrieve |  | hydrogen |  |
| aggregation |  | hydrocarbon |  |
| agriculture |  | magnet |  |
| aggression |  | magnesia |  |
| aggressive |  | magnify |  |
| antidote |  | McKenzie |  |
| anticipate |  | MacIntosh |  |
| antecedent |  | McDougall |  |
| antediluvian |  | multitude |  |
| antithesis |  | multiply |  |
| declamation |  | overtake |  |
| declined |  | overbalance |  |
| reclined |  | overcharge |  |
| inclined |  | overlook |  |
| inclination |  | overcome |  |
| inclusion |  | overestimate |  |

underscore 

undertake 

underwrite 

undercurrent 

paramount 

paraphrase 

paragraph 

paradise 

paragon 

parapet 

postage 

postpone 

post-office 

postal card 

self-evident 

self-conscious 

self-sufficient 

self-improvement 

circular 

circumference 

circumstance 

superabundant 

supercilious 

superfine 

supremacy 

superfluous 

superior 

superintend 

suppress 

superb 

shortcomings 

shipshape 

suspension 

suspend 

transfer 

transition 

transitory 

transformation 

transcend 

transport 

## COMPOUND DISJOINED PREFIXES

| | | | |
|---|---|---|---|
| untransacted |  | untransferable |  |
| untransparent |  | self-control |  |
| untranslatable |  | self-contradiction |  |
| disinclination |  | unsuspected |  |
| self-interest |  | unsuspicious |  |
| unselfish |  | unsusceptible |  |
| unparalleled |  | electromagnet |  |

**123.** The words *misunderstand* and *misunderstood* are expressed by *stand* and *stood* placed under *mis*, with *mis* placed on the line of writing. This is extended to *understand* and *understood* when preceded by a pronoun, a wordsign or a short phrase form.

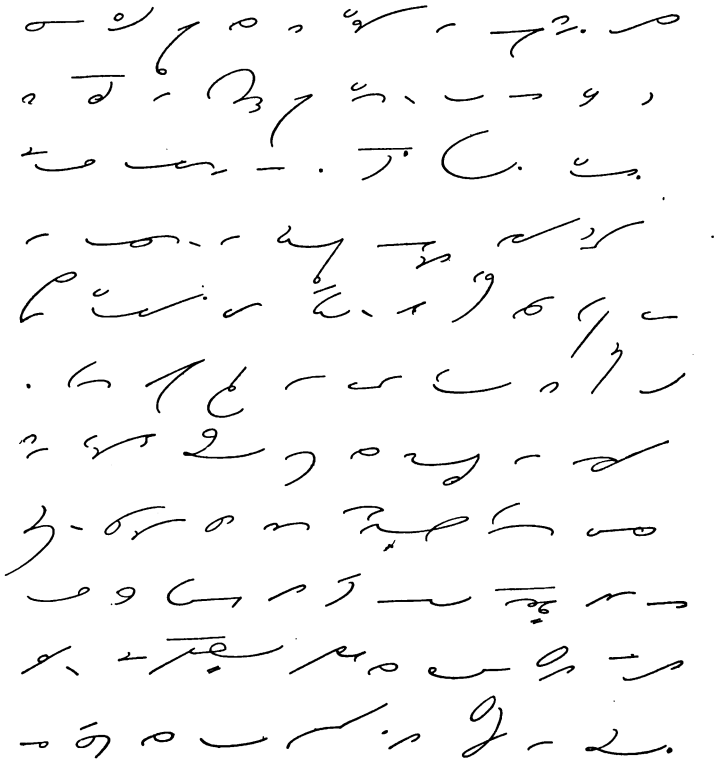
| | | | |
|---|---|---|---|
| misunderstand |  | I do not understand |  |
| misunderstood |  | I cannot understand |  |
| we understood |  | thoroughly understood |  |

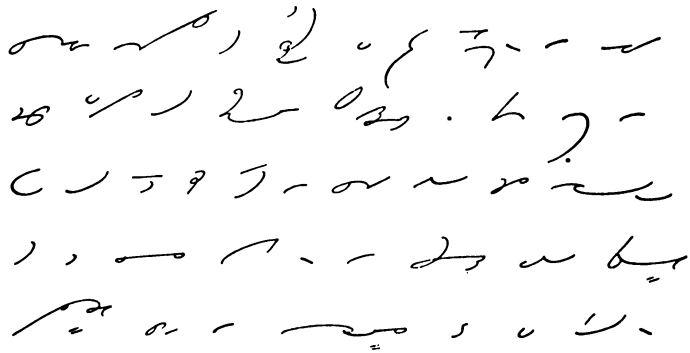
**124.** The words *extra*, *enter*, *over*, *under*, *short*, *alter*, *center*, *counter*, *construe*, *agree*, *deter*, are expressed by the prefixal forms placed over the next word.

| | | | |
|---|---|---|---|
| extra discount |  | center rail |  |
| enter into |  | counter claim |  |

| | | | |
|---|---|---|---|
| over the |  | alter this |  |
| under any |  | construe the |  |
| short time |  | Senator Cummings |  |

## READING EXERCISE





## WRITING EXERCISE

1. Self-knowledge, self-reverence, self-control, these three alone lead men to supreme power.—*Emerson.*

2. It was our understanding that Doctor MacChesney was to translate that discussion on the transplanting of magnolia trees for the next issue of the Agricultural Review.

3. The extra discount allowed on the bill for goods purchased at the regular counter was not according to the new contract in which we agree to make a special price only on sales amounting to more than $200.

4. The circulation of the magazine is over fifty thousand without taking into account the extra copies sent out as exchanges.

5. It was self-evident that coal would be recognized as a contraband of war.

6. There was a general suspicion that his antagonist was a man of great intelligence and magnetism.

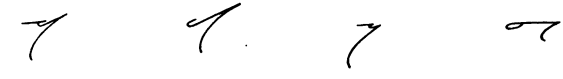
7. This system of shorthand is the very antithesis of the antiquated methods, and it is easy to demonstrate that it is vastly superior to any of them because there is a superabundance of evidence in its favor.

# SIXTEENTH LESSON

## JOINED SUFFIXES

**125. Able, Ible, Ble,** expressed by *b*; and **Ple,** by *p*.

notable audible noble ample



**126. Cribe,** expressed by *kr*; and **Cription,** by *kr-shun*.

describe description prescribe prescription



**127. Flect, Flict,** expressed by *fl*; and **Flection, Fliction,** by *fl-shun*.

afflict affliction reflect reflection



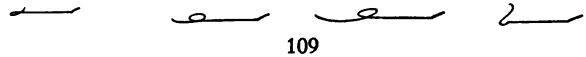
**128. Ful,** expressed by *f*; **Less,** by *l*; **Ment,** by *m*; and **Ness,** by *n*.

thoughtful artless amusement lateness



NOTES: (a) When *ment* is preceded by a *vowel*, it is generally advisable to write the word in full.

cement raiment lament foment



(b) Where the root word is abbreviated to one character, *ness* is written in full, as in the word *goodness*, which is written *g-n-e-s*. If the primitive word, although a word-sign, is more fully suggested, the suffix form is used.

fullness littleness gladness friendless



(c) An angle is formed in joining *ness* where the absence of an angle would give the form of a different word.

hardness sadness madness lowness



harden sadden madden loan



**129. Pose,** expressed by *po*; **Position,** by *po-shun*; **Pute,** by *pu*; and **Putation,** by *pu-shun*.

impose imposition impute imputation



**130. Pire,** expressed by *pī*; and **Quire,** by *kī*.

aspire inspire conspire respire



acquire inquire require esquire



**131. Quest,** expressed by *kes*; and **Quisite,** by *kest*.

request conquest requisite exquisite



**132. Self,** expressed by *s*; and **Selves,** by *ses.*

himself yourself themselves ourselves



**133. Sult,** expressed by *su;* and **Sume,** by *sm.*

result insult assume resume



**134. Sure,** expressed by *shu;* and **Jure,** by *ju.*

assure measure injure perjure



**135. Tion, Sion** (shun); **Tient, Cient,** by *shun-t*; and **Ciency,** by *shun-si.*

passion patient ancient efficiency



**136. Worth,** expressed by *uth*; and **Worthy,** by *thi.*

Harmsworth Ainsworth praiseworthy trustworthy



---

## GENERAL EXERCISE

suitable

peaceable

horrible

salable



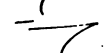
eatable

irritable

payable

humble



| | | | |
|---|---|---|---|
| nimble |  | simple |  |
| readable |  | transcribe |  |
| seasonable |  | transcription |  |
| admissible |  | inscribe |  |
| admirable |  | inscription |  |
| laudable |  | conflict |  |
| assignable |  | confliction |  |
| attainable |  | inflict |  |
| terrible |  | infliction |  |
| pliable |  | handful |  |
| interminable |  | bashful |  |
| tangible |  | useful |  |
| formidable |  | watchful |  |
| incomparable |  | wonderful |  |
| endurable |  | successful |  |
| traceable |  | aimless |  |
| credible |  | fearless |  |
| trouble |  | homeless |  |
| sample |  | breathless |  |
| example |  | thoughtless |  |

wireless 

moment 

defacement 

ornament 

augment 

achievement 

appointment 

experiment 

investment 

comment 

bareness 

rudeness 

fairness 

siowness 

expose 

exposition 

suppose 

supposition 

oppose 

opposition 

propose 

proposition 

proposal 

depose 

deposition 

dispose 

disposition 

disposal 

decompose 

repute 

reputation 

compute 

computation 

depute 

deputation 

dispute 

disputation 

transpire 

expire 

myself 

| | | | |
|---|---|---|---|
| yourselves |  | conjure |  |
| consult |  | efficient |  |
| desultory |  | deficient |  |
| consume |  | deficiency |  |
| leisure |  | proficient |  |
| treasure |  | proficiency |  |
| censure |  | Ellsworth |  |
| pressure |  | blameworthy |  |
| adjure |  | noteworthy |  |

## COMPOUND JOINED SUFFIXES

| | | | |
|---|---|---|---|
| feebleness |  | fearlessness |  |
| hopefulness |  | breathlessness |  |
| thoughtfulness |  | hopelessness |  |
| playfulness |  | fearlessly |  |
| carefulness |  | hopelessly |  |
| hopefully |  | impatiently |  |
| thoughtfully |  | actionable |  |
| playfully |  | fashionable |  |
| heedlessness |  | missionary |  |
| thoughtlessness |  | consultation |  |

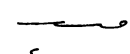
indescribable 

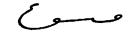
measurable 

immeasurable 

requirement 

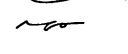
acquirement 

momentary 

supplementary 

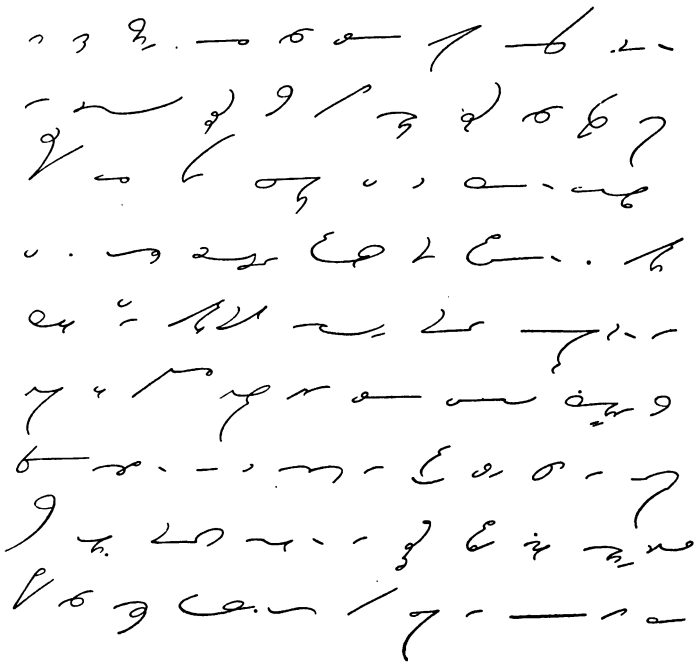
elementary 

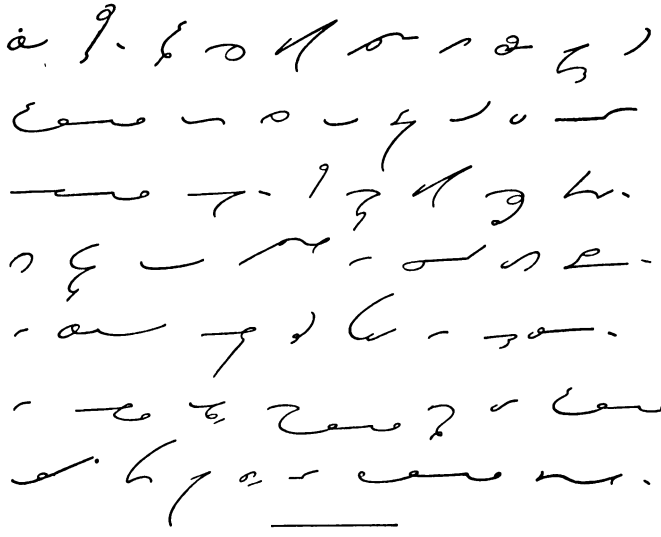
complimentary 

trustworthiness 

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## READING EXERCISE





## WRITING EXERCISE

1. His reading was desultory and therefore without result.
2. The achievement is so remarkable that it is almost incredible, but the truth of the report is vouched for by several reliable people.
3. After careful investigation they came to a decision that the additional loans would be too large an investment for the company to undertake with the capital at its disposal at that time.
4. The shorthand notes are legible, but the transcription is not acceptable because of the lack of neatness in the work.
5. The missionary underwent indescribable torture with a fearlessness which evoked the admiration of the savages.
6. The contribution is praiseworthy for its direct treatment of the subject, but it is not suitable for use in our publication and we are therefore returning it to you.

# SEVENTEENTH LESSON

## DISJOINED SUFFIXES

**137. Ingly,** expressed by *ly*, placed in the *ing* position; **Ington,** expressed by *ton*, placed in the *ing* position; **Ingham,** expressed by *m*, placed in the *ing* position.

knowingly Washington Kensington Dillingham

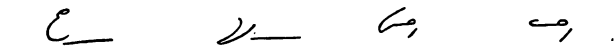


**138. Bility,** expressed by *b*; **Ification,** by *f*; **Gram, Grim,** by *g*; **Mental, Mentality,** by *m*; **Ship,** by *sh*.

ability feasibility specification monogram

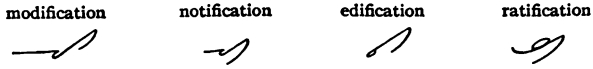


experimental fundamental partnership ownership



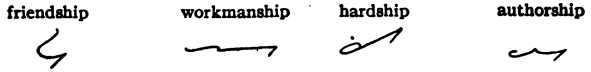
NOTES: (a) After *t* and *d*, *ification* may be joined, as the absence of the blend clearly shows that *f* is a suffix sign.

modification notification edification ratification



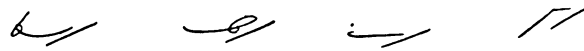
(b) In many words *ship* may be joined.

friendship workmanship hardship authorship



**139. Hood** or **Ward,** expressed by *d*.

childhood likelihood homeward downward



NOTE: In many words *ward* may be joined.

forward afterwards towards backward



**140. Acle, Ical, Icle,** expressed by *k*.

tentacle medical classical chronicle



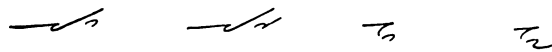
**141. Itis,** expressed by *ts*.

appendicitis meningitis peritonitis tonsilitis



**142. Ulate,** expressed by *u*. In forming derivatives, the other letters are added.

modulate modulated insulate insulator

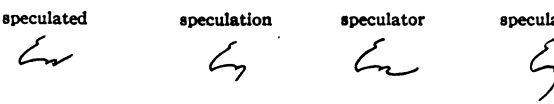


insulation formulate emulate emulative



NOTE: In most words *ulate* and its derivatives may be joined with perfect safety.

speculated speculation speculator speculative



## GENERAL EXERCISE

willingly

appallingly

strikingly

meaningly

soothingly

warningly

pleadingly

cheeringly

longingly

exceedingly

grudgingly

Millington

Farmington

Warrington

Wellington

Harrington

Rockingham

Cunningham

plausibility

nobility

sensibility

advisability

legibility

desirability

affability

qualification

gratification

signification

classification

mortification

indemnification

identification

certification

lettergram

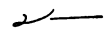
phraseogram

epigram

cablegram

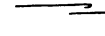
pilgrim

anagram 

sentimental 

ornamental 

monumental 

clerkship 

apprenticeship 

airship 

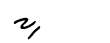
township 

steamship 

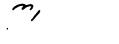
kinship 

warship 

worship 

womanhood 

manhood 

girlhood 

boyhood 

hardihood 

motherhood 

brotherhood 

neighborhood 

livelihood 

knighthood 

statehood 

onward 

upward 

northward 

southward 

eastward 

westward 

awkward 

reward 

article 

clerical 

physical 

psychical 

musical 

icicle 

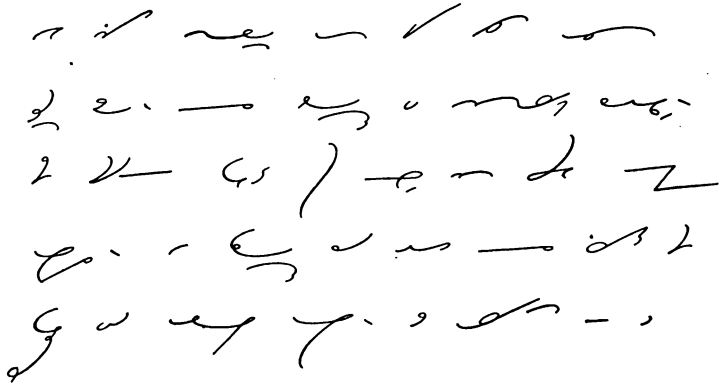
radical 

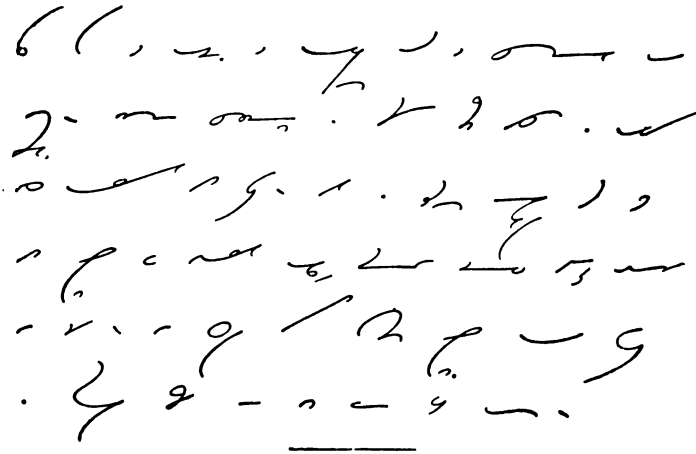
technical 

cuticle 

| | | | |
|---|---|---|---|
| ethical |  | manipulation |  |
| magical |  | populated |  |
| nautical |  | articulate |  |
| bicycle |  | articulation |  |
| periodical |  | inarticulate |  |
| gastritis |  | formulated |  |
| stimulate |  | adulation |  |
| stimulated |  | expostulate |  |
| stipulate |  | regulate |  |
| stipulation |  | matriculate |  |
| cumulative |  | perambulate |  |
| manipulate |  | speculate |  |

## READING EXERCISE





## WRITING EXERCISE

1. The classification and identification of the candidates proved to be an exceedingly difficult task.
2. If you have the essential educational qualifications, we can easily arrange for the certification.
3. The technical nature of the matter makes the work of the medical reporter very difficult.
4. An article on psychical research appeared in a recent issue of the periodical.
5. Every girl, when she reaches womanhood, should be prepared to earn her own livelihood even though there is no likelihood of her being called upon to do so.
6. You may matriculate in the college when you receive a notification of your eligibility.
7. The articles of co-partnership were drawn up according to the specifications.
8. The law stipulated that the statement of ownership should be published every six months.

# EIGHTEENTH LESSON

## DISJOINED SUFFIXES—CONTINUED

**143.** **-Rity, -Lity, -City, -Vity, -Nity, -Mity,** with or without a preceding vowel, expressed by *r*, *l*, *s*, *v*, *nt*, *mt*, respectively.

**Arity, Etc.**

popularity 

prosperity 

majority 

**Avity, Etc.**

depravity 

nativity 

brevity 

**Ality, Etc.**

brutality 

utility 

frivolity 

**Anity, Etc.**

urbanity 

trinity 

affinity 

**Acity, Etc.**

tenacity 

felicity 

pomposity 

**Amity, Etc.**

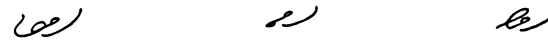
calamity 

sublimity 

proximity 

NOTE: In words ending with *ernity*, the reversed circle is used to express *er* before the suffix sign:

fraternity eternity taciturnity



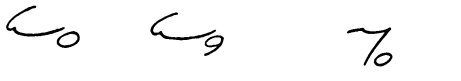
**144. -Stic,** with a preceding vowel, expressed by *st*.

elastic domestic artistic atheistic



**145. -Tic,** with a preceding vowel, expressed by *large circle;* **-Tical,** with a preceding vowel, expressed by a *loop*. In forming derivatives, the other letters are added.

politic politics energetic energetically

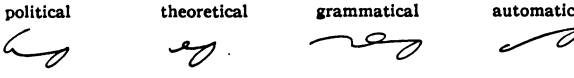


hypnotic systematic systematical systematically



NOTE: In many cases the *loop* may be joined.

political theoretical grammatical automatical



**146. -Ntic,** with a preceding vowel, expressed by *n*. In forming derivatives, the other letters are added.

gigantic authentic frantic frantically



**147. Egraph, Igraph,** expressed by *small circle* placed *over* the last character. A *loop* expresses *egraphy, igraphy.* In forming derivatives, the other letters are added.

telegraph calligraph telegraphy telegrapher



**148. Ograph,** expressed by *o.* In forming derivatives, the other letters are added.

lithograph autograph photograph phonograph



lithography lithographer lithographic typography



NOTE: In most words *ograph* and its derivatives may be joined:

photography stenography stenographer phonographer



**149. -Logy, -Logical,** with a preceding vowel, expressed by *o* (on its side, as in writing *ol*). The letter *e* is added to express *-logically, s* to express *-logist, n* to express *-logian.*

analogy genealogically geologist pathologist



theology theologically theologist theologian



## General Exercise

singularity 

solidarity 

hilarity 

regularity 

familiarity 

sincerity 

temerity 

priority 

minority 

authority 

futurity 

security 

alacrity 

integrity 

reality 

nationality 

rascality 

punctuality 

criminality 

technicality 

vitality 

mortality 

morality 

fidelity 

docility 

versatility 

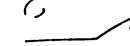
facility 

futility 

garrulity 

incredulity 

capacity 

mendacity 

veracity 

loquacity 

complicity 

publicity 

elasticity 

passivity 

vicinity 

divinity 

femininity 

humanity 

Christianity 

extremity 

dignity 

journalistic 

majestic 

statistics 

automatic 

erratic 

critic 

critical 

critically 

pneumatic 

phonetic 

despotic 

theoretically 

romantic 

romantically 

Atlantic 

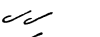
calligraphy 

telegraphic 

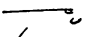
photographic 

photographer 

phonography 

stenographic 

autographed 

biography 

mimeograph 

geography 

geographical 

hectograph 

physiological 

physiologically 

psychological 

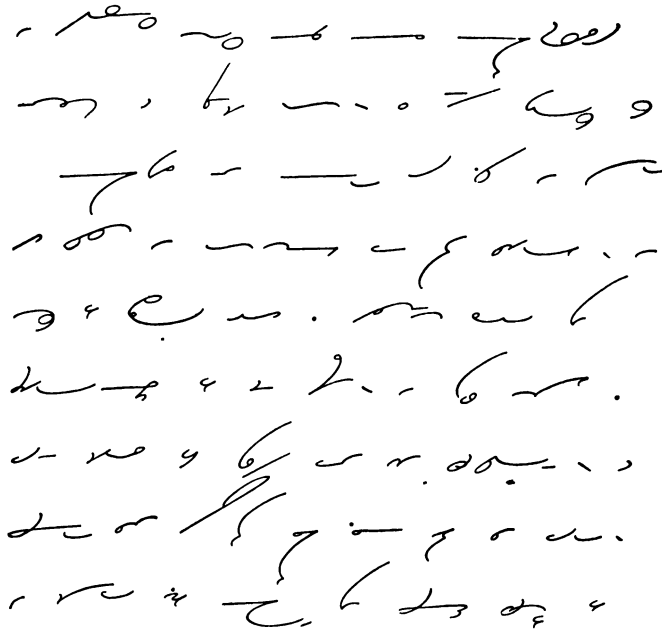
biology 

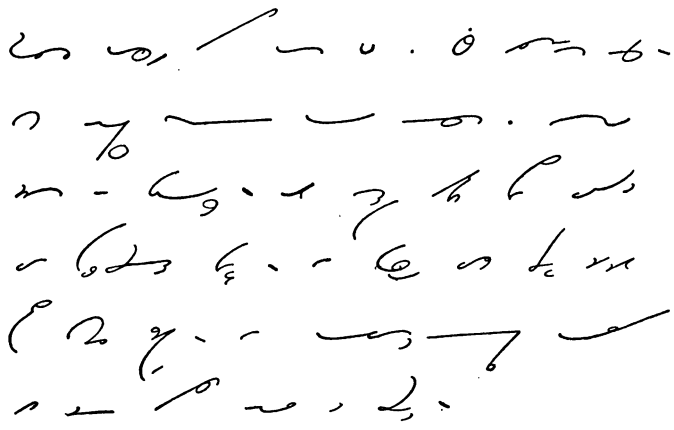
ornithology 

chronological 

| | | | |
|---|---|---|---|
| doxology |  | entomologist |  |
| tautology |  | phrenologist |  |
| analogically |  | mythology |  |
| entomology |  | philology |  |

## READING EXERCISE





## WRITING EXERCISE

1. The importance of punctuality and veracity cannot be overestimated.
2. Tenacity of purpose and fidelity to the interests of the business were qualities which led to his rapid advancement.
3. In making a mimeographed copy of the tabulated report be sure to arrange the statistics in chronological order.
4. The professor of biology sent me an autograph copy of his book.
5. A knowledge of phonetics is an aid to the student of phonography.
6. In the capacity of athletic director the instructor of stenography showed great business ability.
7. We do not question his veracity, but it is necessary for him to go through the formality of filing a bond for security.
8. The stenographer should have a thorough familiarity with the spelling of important geographical names.

# NINETEENTH LESSON

## ADVANCED PHRASE WRITING

**150. Omission of Words.** The rules for the omission of words in phrase writing are of great importance, and should be carefully studied. We now give a few more illustrations.

in order to judge 

in order to prepare 

in order to see 

on the subject 

question of time 

sooner or later 

little or no 

little or nothing 

in the matter 

in the market 

on the market 

up to the time 

for the time being 

I would like to know 

I would like to have 

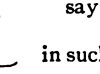
I am of the opinion 

kindly let us know 

bill of particulars 

thanking you for your attention 

do you mean to say 

in such a manner 

on account of the way 

some time or other 

**151. Intersection.** The expedient known as intersection, or the writing of one character through another, is sometimes useful for special phrases. In applying this expedient the writer must rely very largely upon his own judgment. In his daily work as stenographer or reporter, he may find some terms peculiar to the business in which he is engaged occurring so frequently that special forms may be adopted for them which will be brief and yet absolutely distinctive. Very often the intersection of one character through another will meet the exigency. The following are useful examples:

| | | | |
|---|---|---|---|
| A. D. |  | Democratic party |  |
| A. M. |  | Republican party |  |
| P. M. |  | Progressive party |  |
| C. O. D. |  | political party |  |
| price list |  | Baltimore & Ohio (B. & O.) |  |
| list price |  | New York Central |  |
| selling price |  | Michigan Central |  |
| market price |  | Illinois Central |  |
| Chamber of Commerce |  | Union Pacific |  |
| Board of Trade |  | Canadian Pacific |  |
| Board of Education |  | Northern Pacific |  |
| Board of Managers |  | Grand Trunk |  |

General Manager 

Assistant General Manager 

endowment policy 

indemnity policy 

bank draft 

vice versa 

inclosed blank 

application blank 

order blank 

Great Britain 

bond and mortgage 

Associated Press 

**152. Indication of "Ing."** *Ing-the, ing-that, ing-you, ing-your, ing-his, ing-their, ing-and, ing-this, ing-us,* is expressed by writing the word following *ing* in the *ing* position—just as *ington* is expressed by writing *ton* in the *ing* position.

doing the 

doing his 

doing your 

doing their 

doing this 

giving the 

giving their 

giving you 

giving us 

mailing you 

knowing the 

knowing their 

knowing this 

working and 

having the 

having their 

having your 

coming and 

seeing this 

wishing that 

**153. Modification of Word Forms.** As previously explained, the forms for certain words are modified to permit of phrase writing. The following are useful illustrations:

**Week**

past week 

last week 

this week 

next week 

for the past week 

for last week 

for this week 

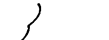
for next week 

**Few**

for a few weeks 

for a few months 

few weeks ago 

few hours ago 

**Ago**

year or two ago 

many years ago 

**Possible**

as soon as possible 

as near as possible 

least possible delay 

**Early**

at as early a date as possible 

at your early convenience 

at your earliest convenience 

at your earliest possible convenience 

**Sorry**

I am sorry to hear 

I am sorry to learn 

we are sorry to hear 

we are sorry to report 

we are sorry to say 

I am very sorry 

you will be sorry 

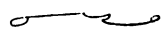
**Esteemed**

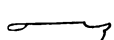
esteemed favor 

your esteemed favor 

esteemed letter 

your esteemed letter 

I am in receipt of your esteemed letter 

I am in receipt of your esteemed favor 

we are in receipt of your esteemed favor 

we are in receipt of your esteemed letter 

**Beg**

I beg to acknowledge receipt 

I beg to inclose 

I beg to thank you 

we beg to acknowledge 

we beg to acknowledge receipt 

**Mail**

by this mail 

by to-day's mail 

by this day's mail 

by return mail 

by mail 

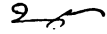
by same mail 

by early mail 

**Course**

of course 

of course it is 

as a matter of course 

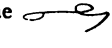
**Fact**

as a matter of fact 

call your attention to the fact 

in point of fact 

you are aware of the fact 

I am aware of the fact 

well-known fact 

**Sure**

be sure 

to be sure 

you may be sure 

we are sure 

you will be sure 

**Please**

please find inclosed 

inclosed please find 

please let us hear from you 

I would be pleased 

we will be pleased 

**Present**

present time 

at the present time 

at the present moment 

on the present occasion 

**Class**

first-class 

first-class manner 

first-class condition 

**Again**

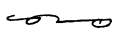
over and over again 

again and again 

**Account**

on account of that 

on account of this 

on account of my 

on account of the fact 

**Thank**

thanking you for 

thanking you for your attention 

thanking you for your kind attention 

thanking you for your favor 

thanking you for your letter 

I desire to thank you 

I have to thank you for 

**Order**

your order 

we have your order 

thanking you for your order 

**City**

city of Chicago 

city of Boston 

**Department**

treasury department 

war department 

navy department 

post-office department 

state department 

police department 

fire department 

legal department 

inquiry department 

credit department 

shoe department 

furniture department 

purchasing department 

shipping department 

mail order department 

**Avenue**

Washington Avenue 

Wabash Avenue 

Massachusetts Avenue 

**Company**

and company 

railroad company 

express company 

insurance company 

transportation company 

telephone company 

electric company 

electrical company 

trust company 

**Us**

to us 

write us 

please write us 

please wire us 

kindly give us 

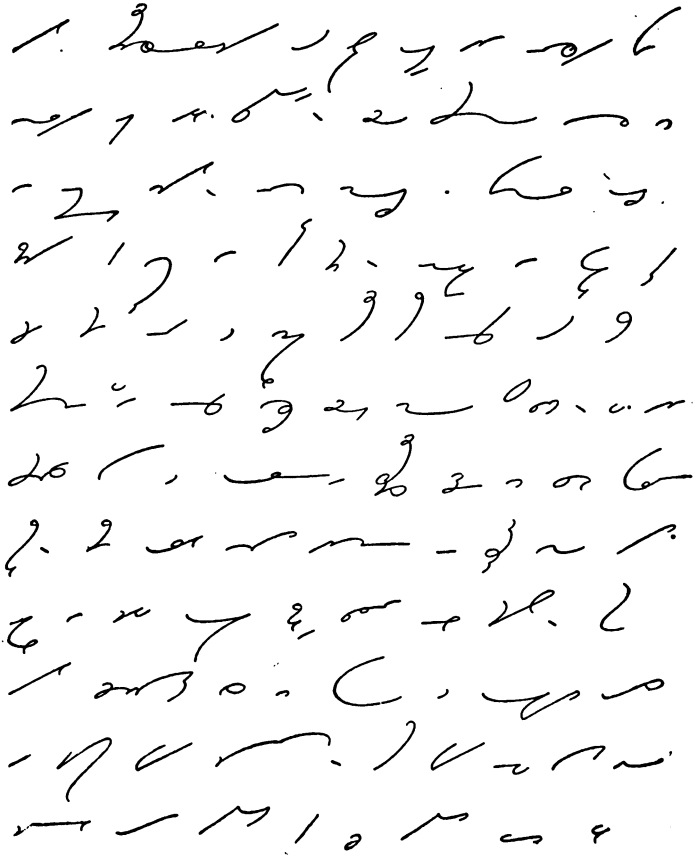
**Holder**

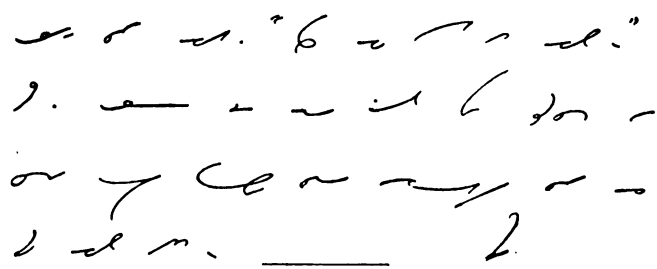
stockholder 

shareholder 

policyholder 

## READING EXERCISE





## WRITING EXERCISE

1. Gentlemen: As requested we are sending you a copy of our price list giving illustrations and full descriptions of all the articles we now handle. If you are in the market for anything in our line we should like to have our representative call on you with samples.

Thanking you for the inquiry and hoping to be favored with your order, we are

Very truly yours,

2. Dear Sir: A few days ago we received a letter from you in which you asked us to furnish you with information about a firm in this city. We are sorry to report that this firm has never done business with us and that therefore we have no data in our files about it. We have heard again and again that these people are doing a good business and so far as we know their affairs are in first-class condition at the present time. We regret to state that we cannot give you further details.

Yours very truly,

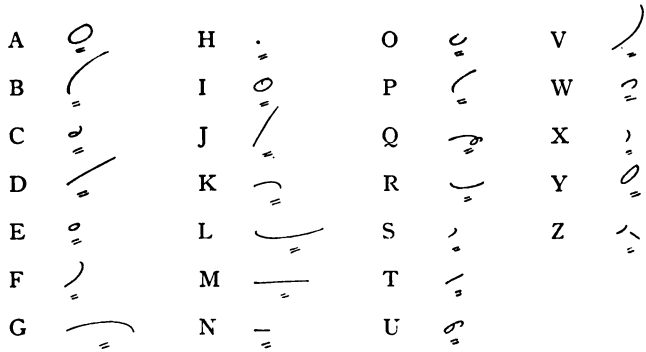
3. Gentlemen: Thank you for the order which has just been received. This order will be filled immediately with the exception of the second item. As our supply of this article is completely exhausted we shall be unable to ship for a few days. We trust that this arrangement will be entirely satisfactory to you and that you will not be inconvenienced by the delay.

Assuring you of our prompt attention at all times, we are

Very respectfully yours.

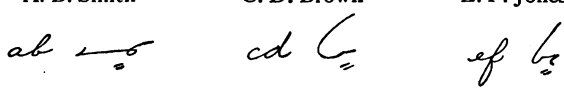
# TWENTIETH LESSON

## INITIALS



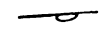
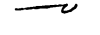

**154.** It should be borne in mind that there is no context to initials. They should therefore be written with unusual care. Many writers prefer to write initials in longhand, and if this is done a great saving in time may be effected by writing them in small letters and joining the letters, thus:

A. B. Smith C. D. Brown E. F. Jones



## STATES AND TERRITORIES

(The contractions used are those adopted by the Post-Office Department.)

| | | | | | |
|---|---|---|---|---|---|
| Ala. |  | Ky. |  | Ohio |  |
| Alaska |  | La. |  | Okla. |  |
| Ariz. |  | Me. |  | Oreg. |  |
| Ark. |  | Md. |  | Pa. |  |
| Cal. |  | Mass. |  | P. I. |  |
| Colo. |  | Mich. |  | P. R. |  |
| Conn. |  | Minn. |  | R. I. |  |
| Del. |  | Miss. |  | S. C. |  |
| D. C. |  | Mo. |  | S. Dak. |  |
| Fla. |  | Mont. |  | Tenn. |  |
| Ga. |  | Nebr. |  | Tex. |  |
| Guam |  | Nev. |  | Utah |  |
| Hawaii |  | N. H. |  | Vt. |  |
| Idaho |  | N. J. |  | Va. |  |
| Ill. |  | N. Mex. |  | Wash. |  |
| Ind. |  | N. Y. |  | W. Va. |  |
| Iowa |  | N. C. |  | Wis. |  |
| Kans. |  | N. Dak. |  | Wyo. |  |

## PRINCIPAL CITIES

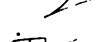
(Arranged in order of population, 1910 census.)

New York
Chicago
Philadelphia
St. Louis
Boston
Cleveland
Baltimore
Pittsburgh
Detroit
Buffalo
San Francisco
Milwaukee
Cincinnati
Newark
New Orleans
Washington
Los Angeles
Minneapolis

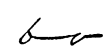
Jersey City
Kansas City
Seattle
Indianapolis
Providence
Louisville
Rochester
St. Paul
Denver
Portland
Columbus
Toledo
Atlanta
Oakland
Worcester
Syracuse
New Haven
Birmingham

Memphis
Scranton
Richmond
Paterson
Omaha
Fall River
Dayton
Grand Rapids
Nashville
Lowell
Cambridge
Spokane
Bridgeport
Albany
Hartford
Trenton
New Bedford
San Antonio

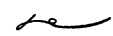
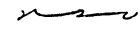
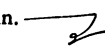
**155.** The terminations *burg, ville, field, port* may generally be expressed by the first letter, joined or disjoined as convenient; and *ford*, by *fd*.

| | | | | | |
|---|---|---|---|---|---|
| Harrisburg |  | Evansville |  | Williamsport |  |
| Fitchburg |  | Knoxville |  | Oxford |  |
| Danville |  | Springfield |  | Rockford |  |
| Zanesville |  | Davenport |  | Hanford |  |
| Jacksonville |  | Newport |  | Milford |  |

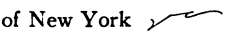
**156.** A clear distinction should be made between *ton* and *town*.

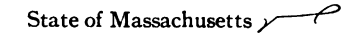
| Johnston | Johnstown | Charleston | Charlestown |
|---|---|---|---|
|  |  |  |  |

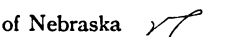
**157.** The names of cities and states may often be joined.

| | | | |
|---|---|---|---|
| Buffalo, N. Y. |  | Detroit, Mich. |  |
| Rochester, N. Y. |  | Baltimore, Md. |  |
| St. Louis, Mo. |  | Chicago, Ill. |  |
| Minneapolis, Minn. |  | Denver, Colo. |  |
| St. Paul, Minn. |  | Memphis, Tenn. |  |
| Washington, D. C. |  | Omaha, Nebr. |  |
| Boston, Mass. |  | Louisville, Ky. |  |

**158.** When the words "State of" precede the name of a state, omit *of* and join the words, if convenient.

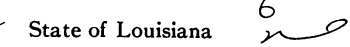
State of New York 

State of Massachusetts 

State of Nebraska 

State of Pennsylvania 

State of Illinois 

State of Louisiana 

---

## POINTS OF THE COMPASS, ETC.

**159.** In certain lines of business the following forms will be found very useful.

| | | | |
|---|---|---|---|
| north |  | northeast |  |
| south |  | southeast |  |
| east |  | northwestern |  |
| west |  | southwestern |  |
| northern |  | northeastern |  |
| southern |  | southeastern |  |
| eastern |  | northwest quarter |  |
| western |  | southwest quarter |  |
| northwest |  | northeast quarter |  |
| southwest |  | southeast quarter |  |

## General Rules

**160.** When the distinctive appearance of the primitive word-form can be preserved, it is allowable to join to form the derivatives.

favorable careless nameless



fable kill nail



**161.** If it should be found desirable to indicate with precision the short sound of any vowel, a small curve can be placed beneath the vowel.

minion immigrate onion writ



NOTE: This expedient is seldom necessary. It is useful, occasionally, to make a clear distinction between words like *return* and *writ*, *emigrate* and *immigrate*, and between the diphthong $\overline{u}$ and $\overline{iu}$, as in *minion*.

**162.** The following words are given to illustrate the importance of placing the second circle outside the line when two circles are joined.

namely daily payee carry



nigh die pie kind



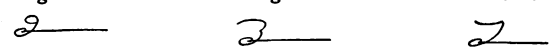
**163.** There are a few infrequent words, consisting of several vowels in succession — usually Indian names — in which it is more convenient to write the letters separately, and to indicate their connection by drawing a line underneath.

Lehigh ayah yahoo



**164.** In the termination "n-ment" the jog between the N and M may be omitted.

assignment consignment refinement

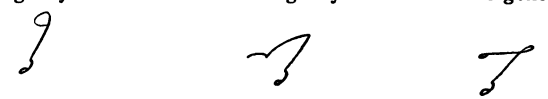


discernment adjournment atonement



**165.** In the termination *gency*, the N may be omitted.

agency contingency emergency



exigency urgency cogency



**166.** A very easy and graceful blend may be secured by joining S to V without an angle in the termination *sive*.

expensive expansive offensive



extensive defensive intensive

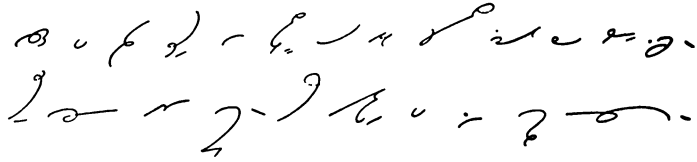


**167.** The Scotch or German *ch*, the Irish *gh*, and the Welsh *ll* may be expressed by a dot over *k* and *l*.

Loch Ach Lough Llan



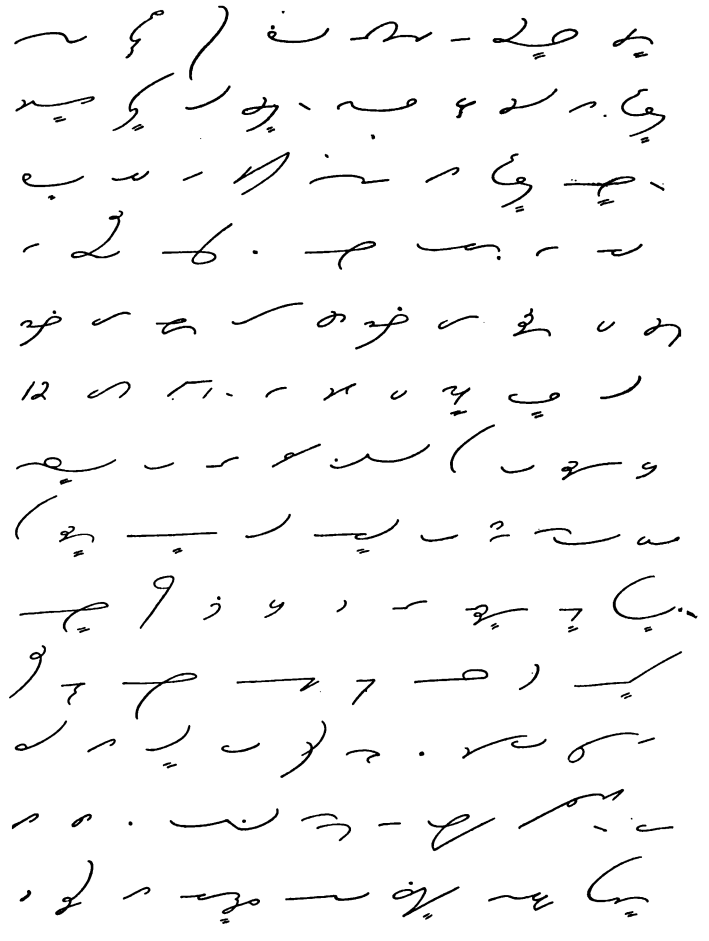
**168.** The contracted forms for *hundred* and *thousand* are employed only where these words are preceded by numerals, the article *a* or some such word, as *few*, *many*, *several*. Note the following.

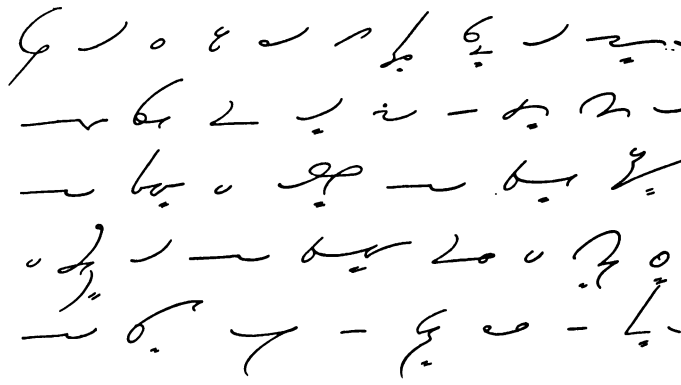


KEY: Thousands of people visited the Exposition and it was said that hundreds were turned away.

Several hundred came to the convention. I have disposed of a thousand copies of the magazine.

## READING EXERCISE





## WRITING EXERCISE

1. In the United States, immigration always greatly exceeds emigration.

2. The election writs were correctly made out but the returns were far in excess of all expectations.

3. The laws in the state of New York differ from those in the state of Nebraska in this respect.

4. Almost daily many people are killed through the carelessness of agents of the electric railway companies.

5. The payee of this draft, Mr. J. M. Johnstown, is unknown to us and it will be necessary for him to be identified before we can give him the money.

6. The firm positively declined to accept the consignment of oranges from Florida. They claimed that this shipment had been damaged on account of the carelessness in nailing the boxes as well as by the unfavorable climatic condition during transit.

7. The urgency of the case called for emergency measures and the manager, Mr. R. K. Johnson, after an exhaustive study of the matter decided that the plan proposed by one of the agents, Mr. D. E. Hanford, is the only way out of the difficulty.

## A SHORT VOCABULARY

**A**

abundant 

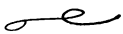
accident 

accommodation 

address 

administrator 

affidavit 

amalgamate 

amalgamation 

America 

among 

amount 

annual 

another 

anxious 

appear 

appearance 

application 

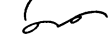
apprehend 

approval 

approve 

approximate 

arbitrary 

architect 

assemblage 

attach 

attorney 

authenticity 

authoritative 

automobile 

**B**

bankrupt 

behold 

benevolent 

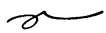
benignant 

boulevard 

**C**

cabinet 

casual-ly 

catalog 

century 

church 

citizen 

civil 

civilization 

coincide 

comparative 

conclusive 

congregation 

consonant 

conspicuous 

constant 

cordial 

corroborate 

cosmopolitan 

count 

coupon 

covenant 

crucible 

cultivation 

curious 

**D**

danger 

dangerous 

deceive 

default 

defendant 

degenerate 

delegate 

delegation 

democrat-ic 

demoralize 

deponent 

designate 

develop 

disadvantage 

disaster 

discover 

dispropor-tionate 

dissatisfac-tion 

dividend 

doctrine 

duration 

**E**

earnest 

economical 

election 

engage 

English 

employer 

enormous 

envelope 

equality 

equivalent 

etc. 

evaporate 

execute 

executive 

exorbitant 

expedient 

**F**

flour 

fulfill 

**G**

generation 

glorious 

glory 

**H**

handkerchief 

headquarters 

hieroglyphic 

hitherto 

horizontal 

husband 

**I**

ignoran-ce 

illustrate 

inclosure

incoherent

incomprehensible

indefatigable

indispensable

inherit

instantaneous

instead

institute

institution

intend

introduction

iron

**J**

jurisdiction

juxtaposition

**L**

laboratory

legislate

legislation

legislative

legislator

legislature

likewise

litigation

logic

luxury

**M**

manuscript

messenger

misdemeanor

modern

**N**

negligence

**O**

obedient

obligation

o'clock

operation

**P**

parcel

parliament

partial

passenger

persecute

persevere

plaintiff

practical

practice

precede

prevail

procedure

proceed

production

promulgate

property

prosecute

prospectus

prove

provoke 

punctuation 

**Q**

qualify 

quarter 

**R**

really 

reason 

reciprocate 

refuse 

remunerate 

repugnant 

resignation 

revolution 

revolutionize 

righteous 

rule 

**S**

salesman 

secretary 

situation 

social 

specific 

specify 

steady, study 

strengthen 

struggle 

stupidity 

subaltern 

support 

sympathy 

**T**

testimonial 

testimony 

thankful 

thermometer 

thwart 

tranquil 

**U**

unavoidable 

United States 

United States of America 

universe 

unusual 

**V**

variety 

various 

verdict 

versatile 

versus 

vocabulary 

vocation 

volunteer 

vote 

**W**

warrant 

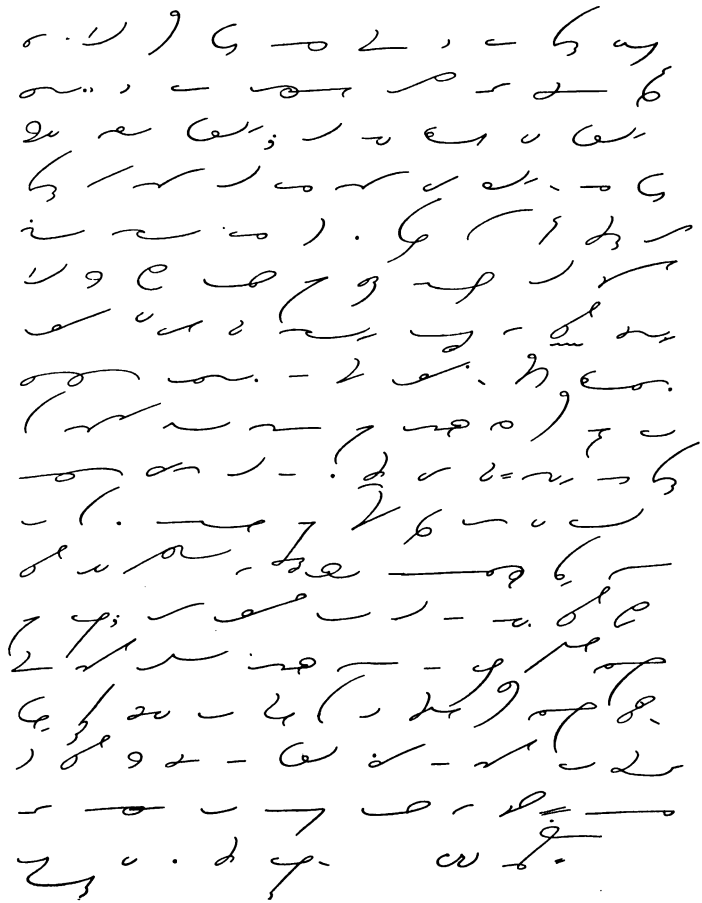
warehouse 

wholesale 

withdrew 

## SHORTHAND AS A MEANS OF MENTAL CULTURE

(For key, see page 154.)



## SHORTHAND AS A MEANS OF MENTAL CULTURE

(Key to Shorthand Plate on page 153)

With shorthand every person may form his own books of reference according to his own requirements, and that in the same space as though they were printed; and no selection of printed books would contain and only contain what he wanted. Any person who will collect only for a brief time such facts into shorthand as appear likely to be useful in life, and sometimes read over what is so collected, will find the *ideas* secured again and again recurring in future reading. If this selecting be continued, it will come to be recognized that every newspaper or magazine article, and not a few of the so-called new books, are but a more or less ingeniously contrived patch-work of old ideas, though doubtless the writer in many cases believed them to be original; and the reader will end in knowing *ideas* apart from words, and will recognize them in whatever dress they may be presented, just as we know our friends by their features, however they may be attired. For ideas, as seen in print, heard in words, or felt in the mind, are much like the stars—many reflections of a few originals.—*C. R. Needham.*

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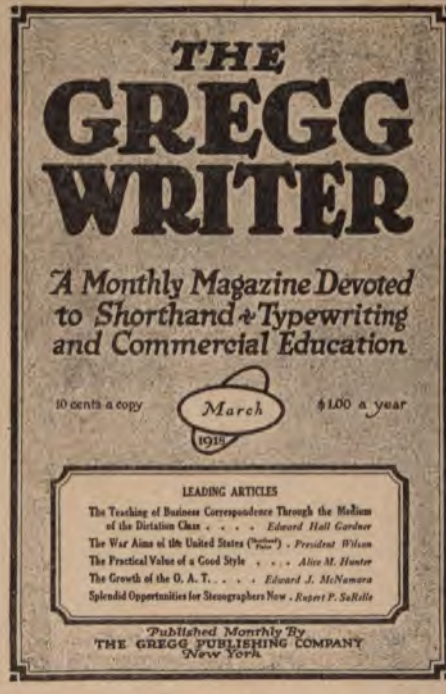
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**a writer of Gregg Shorthand**

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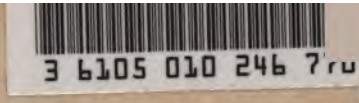
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| SPEED | MATTER | WRITER |
|---|---|---|
| **268** words a minute | court testimony | Charles Lee Swem (Mr. Swem is President Wilson's official reporter) |
| **237** words a minute | jury charge | Charles L. Swem |
| **192** words a minute | solid, difficult matter | Charles L. Swem |
| **232** words a minute | jury charge | Paula E. Werning |
| **194** words a minute | solid, difficult matter | Paula E. Werning |
| **206** words a minute | court testimony | Paula E. Werning |
| **205** words a minute | court testimony | Salome L. Tarr |

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